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**AUTOMATED INSTRUCTIONAL MANAGEMENT
SYSTEM - PERSONAL COMPUTER
(AIMS-PC)**

INSTALLATION SUPPORT MODULES

SOFTWARE USERS MANUAL



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SECTION 1 INTRODUCTION

The Automated Instructional Management System – Personal Computer (AIMS-PC) is the Army's training information management system that provides U.S. Army schools, training centers, Non Commissioned Officer (NCO) Academies, and civilian training centers the capability to administer, and monitor resident individual training during peacetime and mobilization.

AIMS-PC is an evolving system designed to replace the Automated Instructional Management System – Redesign (AIMS-R) and the Program of Instruction Management Module (POIMM). This manual assumes that each user is familiar with the Army individual training mission, including the development, delivery, and regulation of individual training.

1.1 Purpose

The purpose of the AIMS-PC Software User Manual (SUM) is to provide the software user, whether instructor, administrator, or staff, with the information necessary to use the system effectively. The AIMS-PC system is a PC-based interactive training information management system that provides U.S. Army schools and training centers the ability to develop, schedule and assess training and to provide accurate information for making training decisions.

1.2 Referenced Documents

The following documentation may be referenced for further details about AIMS-PC, SBIS, or the Army requirements.

- *Automated Instructional Management System – Personal Computer (AIMS-PC) Functional Requirements Document (Draft)*, AISM-25-FA5-A27-OSE-REQ, Version 1.0, 27 March 1998.
- *SBIS PC Software Installation Instructions with COTS Installation Program from CDROM or Zip Disks for Windows 95*, Version 1.4, 23 April 1998.
- *SBIS PC Software Installation Instructions with COTS Installation Program from CDROM or Zip Disks for Windows NT*, Version 1.4, 23 April 1998.
- *Program of Instruction Management Module (POIMM) User Manual*, ADSM 25-V99-TTC-ZEN-UM, Version 5.0, 1998.
- *Automated Instructional Management System – Personal Computer (AIMS-PC) Database Design Description (DBDD) (Draft)*, AISM-25-FA5-A27-OSE-DBDD, Version 1.0, 21 May 1998.

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SECTION 2 SYSTEM OVERVIEW

The System Overview section provides details on a variety of AIMS-PC related operations. Some of these operations include initiating and stopping a session, error messages and problem reporting, software conventions, and general menu options.

This section is designed to provide the user with a basic overview of the AIMS-PC operating mechanisms. Detailed instructions of AIMS-PC functionality is described in subsequent sections. This SUM assumes the user is familiar with a standard Windows operating environment.

2.1 Application Summary

AIMS-PC is a user-friendly system designed with explorer style navigation providing Army instructors with an efficient way to manage military course and student related data. The AIMS-PC system supports Army instructors with the development of course, class, and lesson plans. In addition, student registration and enrollment information is tracked in the system. The user can access this data in a variety of ways, without multiple entry. Preparation of evaluation reports and diplomas is much easier with all the information stored in one place.

The objective of AIMS-PC is to provide an information system environment that:

- Emphasizes common user systems and services, eliminating unnecessary dedicated systems.
- Standardizes and integrates data.
- Provides an effective, efficient operations and maintenance environment, which in turn minimizes recurring costs.

AIMS-PC users will be more productive because of explorer style navigation, which displays data in a logical hierarchical structure. The AIMS-PC application has specific performance features designed to increase user productivity by providing:

- Data displayed in a tree-style structure.
- Data editing at the terminal that was the source of entry.
- Restrictions that allow only authorized users to modify data.
- Immediate display of error identification of invalid data input.
- A Multiple document interface (MDI) that allows the user to view different data at the same time.
- Modern controls: point and click, drag and drop, and sort.

2.2 Software Organization and Overview of Operation

Instructors use the AIMS-PC to track training course and student information. The system allows users to create, update and maintain all training curriculum. Student data can be accessed and modified within a training class as well as by a particular group or unit. In addition, the instructors may use the built-in reports to access student data to create various evaluation and management reports. A diploma tool is also provided to allow instructors to access student data and create customized graduation diplomas. The Interface Agreements tool gives users the ability to import and export necessary data for maintaining the training database.

2.3 Initiating and Stopping an AIMS-PC Session

2.3.1 Initiating a Session

To begin a session, double-click on the AIMS-PC icon located on the user's desktop. Once the icon is selected, Figure 2-1 appears. All fields on the **Database Logon** dialog box are mandatory for user entry. This data must be entered correctly in order to successfully logon to the AIMS-PC system. If you do not have a valid database connection name or user name, please see your Functional Administrator (FA) for assistance.



The three mandatory fields for logon are:

- a. **Host String.** This field requests the database connection from which AIMS-PC will run. Once a value for this field has been entered, it will default to this value until it is changed. The Oracle database connection must be configured separately for the host string to operate.
- b. **User Name.** This field requests the assigned userid for an individual user. Once a value for this field has been entered, it will default to this value until it is changed.
- c. **Password.** This field requires the user to enter the password for access to AIMS-PC. This password will be displayed as “*” for reasons of security.

***NOTE:** The user can advance through each of these fields by pressing the [TAB] key or by positioning the pointer on that box and clicking the Select (left) mouse button.*

Once all information has been entered, click the **OK** button to initiate the AIMS-PC session. The system will verify the userid, password, and connection viability.

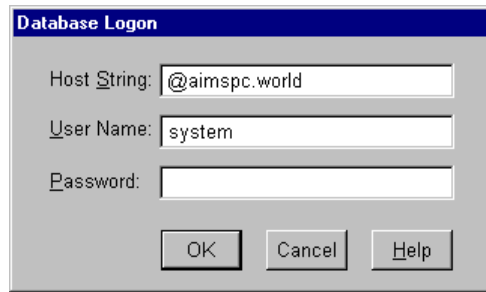


Figure 2-1: Database Logon Dialog Box

If all the information is entered correctly, the AIMS-PC logon will be successful. If all the information is not entered correctly, the system will display a pop-up error message: “**Connect Error: invalid user name/password; logon denied.**” Click the **OK** button to remove the pop-up box. Re-enter your logon information. If the error message persists, please check with your FA for more assistance.

2.3.2 Terminating a Session

For reasons of security, it is important for the user to log off the system whenever it is not in use.

To exit AIMS-PC:

Step 1: From the AIMS-PC main menu, select the **File** menu option.

Step 2: Select the **Exit** option from the drop-down menu.

The user is now logged off the AIMS-PC system.

SHORTCUTS: 

The user can click on the **Minimize Window** button to close the window without exiting the application. The application will be listed at the bottom of the window. Click the **Restore Window** button to bring up the window.

The user can click on the **Restore Window** button to shrink the size of the window.

The user can click on the **Close Window** button to exit the application.

NOTE: *The shortcut buttons are always located at the far right of the Main Menu bar.*

For further information on security and privileges, please refer to Section 5.2.

2.4 Error Message and Problem Reporting

AIMS-PC uses dialog boxes to alert the user of problems that occur during normal operation. When an alert dialog box pops up, it will require user action to resolve the message. AIMS-PC alert dialog boxes have action buttons that direct the user to the course of action. These buttons are labeled *Yes*, *No*, *OK*, or *Cancel*.

Should AIMS-PC encounter a recoverable processing error, the user will be prompted with a dialog box; there will be one or more options available for action. In the event that AIMS-PC suffers an unrecoverable error, the user should try to re-execute the application. If no further errors are encountered, the user should continue to work. If the application fails repeatedly, the user will need to contact his/her FA for more assistance.

When the user encounters an error message, the following dialog box is displayed.



Figure 2-2: System Error Dialog Box

The error message specific to the problem the user is experiencing is displayed on the left side of the screen. The user must select one of four possible choices, either: choose to ignore the error, close the application, send a trouble ticket to the help desk, or request a Help screen.

It is recommended that if an error message persists, the user report it to the Help Desk for further assistance. If the user chooses to send a message to the Help Desk, an e-mail dialog screen appears requesting a description of the problem data. All trouble tickets are reported to the Army Network System Ops Center (ANSOC) – Network/Trouble Ticket.

***NOTE:** Please be as specific as possible when entering the problem description (e.g., sequence of keystrokes, etc.). Also, annotate any error messages that may assist in resolving the problem.*

2.5 System Basics

The AIMS-PC system is designed to be easy to learn, easy-to-use, and efficient. One way this is achieved is by applying conventions or standards throughout, making similar activities look the same, act the same, and be described the same. The AIMS-PC environment is designed to mimic that of a Windows environment.

Upon entering the AIMS-PC application, a generic screen is displayed with a main menu bar, tool bar, and standard Windows elements. The elements in a window are determined by the individual settings of the user's desktop. This section only describes those features that are not specific to the Windows environment or those that are slightly different in operation. For more details on the Windows operating system, please refer to those manuals.

2.5.1 Software User Manual Conventions

Just as certain conventions are used in the application design, there are also certain conventions and standards used throughout this user manual. Standardizing conventions helps to facilitate user operations. The standard conventions for this SUM are:

Keyboard Actions

Instructions for using the keyboard are composed of the key sequences defined for the operation, using the letter or term that appears on the keys of a standard 101 keyboard.

- Single key: the letter or term in bold, placed in brackets.

[End]

- Two (or more) keys together (one key is held down while the second key is pressed, or, in the case of three keys together, the first two are held down and a third key is pressed). The letter/terms are bold, placed in brackets with a "plus symbol" between.

[Ctrl + R]

[Alt + B]

[Ctrl + Alt + Backspace]

- Two keys pressed one in succession (one key is pressed and released and then the second key is pressed and released). The letter/terms are bold, placed in brackets with a comma between.

[Home], [SPACE]

Tree-Style Hierarchy

- When data is found by navigating through multiple levels of a tree-style hierarchy, this path is depicted as:

First level→Second level→Third level

- When the path to a tree-style hierarchy level is by way of another tree-style hierarchy level, the path is depicted with symbols that indicate how the selection is made.

First level→Second level→Level item ♦ Option

Entering Text	<p>Data values are entered into text boxes by typing directly, using the keyboard. When instructions are given for what to type, any variable information is shown in angle brackets: < >. Substitute the appropriate data value.</p> <p style="text-align: center;"><name></p> <p style="text-align: center;"><date></p>
Procedures	<p>When the user must perform some action(s) to accomplish a task, the procedure is written as a step or series of steps, numbered in an italic font. Each action the user must perform is expressed as a separate step.</p> <p style="text-align: center;"><i>Step 1:</i></p>
Windows and Dialog Boxes	<p>Referred to by the text that appears on the title bar. The text is written in a bold, italic font.</p> <p style="text-align: center;"><i>Course Management</i></p>
Menu and List Items	<p>Referred to by the text that appears on a menu or list. The text is written in a bold, italic font.</p> <p style="text-align: center;"><i>Operations</i></p>
Push Button	<p>Referred to by the text that appears on a push button. The text is written in a bold, italic font.</p> <p style="text-align: center;"><i>OK</i> or <i>Cancel</i></p>
Property Tab Labels	<p>Referred to by the text that appears on the tab label. The text is written in a bold font.</p> <p style="text-align: center;">Gradesheet</p>
NOTES or WARNINGS	<p>Statements that express a warning, a caution, or additional information are introduced by a word capitalized, underlined and in an italicized font.</p> <p style="text-align: center;"><u><i>NOTE:</i></u> or <u><i>WARNING!</i></u></p>

2.5.2 AIMS-PC Conventions

Although most elements of the AIMS-PC system are standard to that of a Windows environment, there are a few with a slightly different twist. The toolbars, tree-style structure, and multiple screen views are briefly described below. Please refer to Figure 2-3 for an example of these elements.

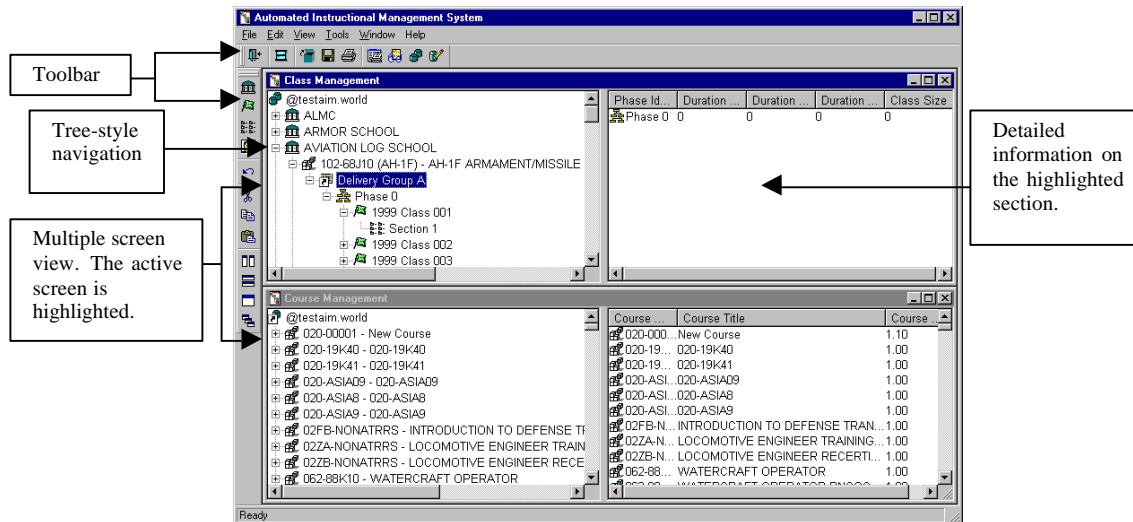


Figure 2-3: AIMS-PC Elements

2.5.2.1 Toolbars

The AIMS-PC toolbar is a concise representation of the various AIMS-PC menu options. These toolbars help a user navigate through the system easily and swiftly. There are two toolbars at the user's disposal.

The first toolbar (FrameBar) is located directly under the main menu bar and contains the standard set of AIMS-PC commands, views, and tools that remain constant. Each of these buttons has a related menu option. From left to right, the nine toolbar icons are:

Exit



The user may exit the AIMS-PC system by clicking on the **Exit** button.

New View



The user may display a new view by clicking on the **New View** button. This option allows a user to view multiple windows.

Open








The user may open a .txt or .doc file by clicking on the **Open** button.

Save



The user may save data by clicking on the **Save** button.

Print		The user may print reports, diplomas, and other data by clicking on the Print button.
Reports		The user may access the Reports tool by clicking on the Reports button.
Diploma Design		The user may access the Diploma Design tool by clicking on the Diploma Design button.
Database		The user may access the Database Maintenance tool by clicking on the Database button.
Interface Agreements		The user may access the Interface Agreements tool by clicking on the Interface Agreements button.

The second toolbar (SheetBar), which is usually located on the left side of the screen, represents various functions used within AIMS-PC and changes based on the active window. For example, when the **Class Management** view is active, a different set of buttons is displayed on this toolbar than when the **Student Management** view is active. Each of these toolbar buttons will be referenced in its corresponding section of this SUM.

Both toolbars can be repositioned on the screen using the mouse drag and drop feature. These toolbars can also be moved by direction of a menu command. To do this, position the mouse cursor on the toolbar area and click the right mouse button. A pop-up menu is displayed. The user can choose the desired location for the toolbar by selecting it with the mouse. This pop-up menu also allows the user to toggle either or both toolbars off and display or not display description text.

When exiting AIMS-PC, the system will hold the current placement of the toolbars for future AIMS-PC sessions.

Please refer to Appendix D for a complete listing of toolbar options.

2.5.2.2 Tree-Style Structure

AIMS-PC uses a user-friendly tree-style navigation structure. This tree-style structure is designed to provide users an efficient way to view, open, and retrieve data and files. The tree-style structure displays data in a logical flowing pattern enabling even the novice user to locate information quickly and effortlessly.

The tree-style structure is organized into a series of hierarchical levels. The levels of the structure are identified as first level, second level, third level, fourth level, and so on. A user can move through each level of data simply by double-clicking on each level name. Data for that specific level is either displayed underneath that level and/or in the right window. The user can continue double-clicking on the various levels to explore and display specific details.

The first level, which is the broadest in terms of information displayed, is the database connection. This connection shows the user which database is being used to gather and retrieve data.

The second level defines the component of the AIMS-PC system. This level usually entails one of the major components or building blocks of the AIMS-PC system. Within this level lies a series of other levels that, when opened, will retrieve a series of related data.

For example, the tree-style structure for *Class Management* is: **Database connection → School Name → Course Number and Name → Delivery Group → Phase → Fiscal Year and Class Number → Class Section**. Once the final level of data is selected, any specific related data for that item is displayed in the window on the right.

2.5.2.3 Multiple Screen View

The AIMS-PC system is a MDI application that allows the user to view multiple screens and multiple levels of data at one time. The user may simultaneously view several windows (a rectangular region on the screen that can be separately controlled by the system and/or the user), each with its own set of data. When multiple screens are open, the active window is highlighted and the inactive windows are grayed-out. The user may arrange the multiple screen view to cascade, layer, display horizontal, or display vertical.

2.5.2.4 AIMS-PC Properties Dialog Box

AIMS-PC allows a user to modify characteristic traits, qualities, and attributes within the system via a *Properties* dialog box (also called a property sheet). The *Properties* dialog box may be accessed in the *Edit* menu on the main toolbar (*Edit→Properties*) or by right-clicking on a screen item, then choosing *Properties*.

The *Properties* dialog box provides a user with text fields, pick lists, scroll lists, and push buttons. A user may modify the fields provided, unless a field is grayed-out. Some *Properties* dialog boxes also contain a row of tabs, providing a user with another sheet (screen) of fields to modify. The *Properties* dialog box fields vary depending on which screen item a user chooses. See Figure 2-4 for an example of a *Properties* dialog box.

Properties for: New Student

General | Physical | Occupation | Address | Security | ASVAB

Name

First:

Last:

Middle: Suffix:

Name Use: Legal Name

Details

Person Id:

Gender: Date of Birth: 0000- -00

Education:

Citizenship:

Language:

Religion:

Person Type:

Serv. Comp:

Marital Status:

OK Cancel Apply

Figure 2-4: Properties Dialog Box

NOTE: A user must highlight a screen item, before selecting **Properties** in the **Edit** menu, in order to access a particular **Properties** dialog box.

2.5.2.5 Right Mouse Button

The right mouse button is used to quickly display a pop-up menu with items specific to the selected AIMS-PC option. This pop-up menu only displays those options that are specific to the selected option. The menu will change for each new screen item that is selected. For example, if the user chooses several different items on the same screen, the user will receive a different pop-up menu for each screen item.

To receive a pop-up menu for a specific screen item, position the mouse cursor over the desired screen item. Click the right mouse button once. A pop-up menu appears. The user may then select any of the options on that pop-up menu for further action using the left mouse button.

NOTE: The right mouse button also works on the toolbar and title bar areas.

2.5.3 General Menu Options

AIMS-PC has six menu options that function similar to the standard Windows environment functions. These menus can be accessed any time during an AIMS-PC session. If a particular menu option is grayed-out, this is an indication to the user that the

option is not available at that time or that the user does not have the appropriate privileges. The six menus available are:

- File** Provides commands and options allowing a user to retrieve a view, create a new view, print and save system data, and exit the AIMS-PC application.
- Edit** Provides commands and options allowing a user to manipulate and modify data in the AIMS-PC application. Such operations include undo, cut, copy, and paste. The **Properties** menu is also located within this menu. Please see Section 2.5.2.4 for more details on the AIMS-PC **Properties** dialog box.
- View** Provides a list of options enabling a user to develop, schedule, and assess training curriculums. The main AIMS-PC functions are: **Class Management**, **Course Management**, **Lesson Management**, **Student Management**, **Unit Management**, and **Group Management**.
- Tools** Provides the user with a list of options enabling a user to maintain and produce reports, create and print diplomas, maintain database tables, and manage user privileges. The AIMS-PC tools are: **Reports**, **Diploma Design**, **Database Maintenance**, **Interface Agreement**, **Access Security**, **Group Wizard**, **Task**, and **User Logon**.
- Window** Provides the user with choices on how to view multiple data at one time. The user can display multiple options (e.g., View and Tools) of AIMS-PC simultaneously. The user can then choose to display the multiple views in a variety of ways, using the tile (horizontal or vertical), cascade, or layer views. These arrangements can also be accessed via the SheetBar toolbar.
- Help** Provides the user with a resource to retrieve help on a specific function at any point in an AIMS-PC session. There are two types of Help options that can assist the user: **Help Index** and **Context Help**.

The [F1] key also provides a short cut to the Help feature.

AIMS-PC has one other **Help** feature that is used as a quick reference tool for tips. When the user places his/her mouse cursor on a toolbar option and leaves it idle for a second, a brief explanation of that feature is described. This is convenient and fast for any AIMS-PC user.

NOTE: The tip feature can be turned on/off through the right mouse button menu for the toolbar.

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SECTION 3 AIMS-PC Application Views

The AIMS-PC **View** menu options are the building blocks of the AIMS-PC system (Figure 3-1). AIMS-PC users use these options to provide Army schools and training centers the ability to develop, schedule and assess training, and to provide accurate information for making training decisions. The system allows users to create, update, and maintain all training curriculum. Building blocks are the cornerstones of the AIMS-PC system and the options that provide the user with that functionality are: ***Class Management***, ***Course Management***, ***Lesson Management***, ***Student Management***, ***Unit Management***, and ***Group Management***.

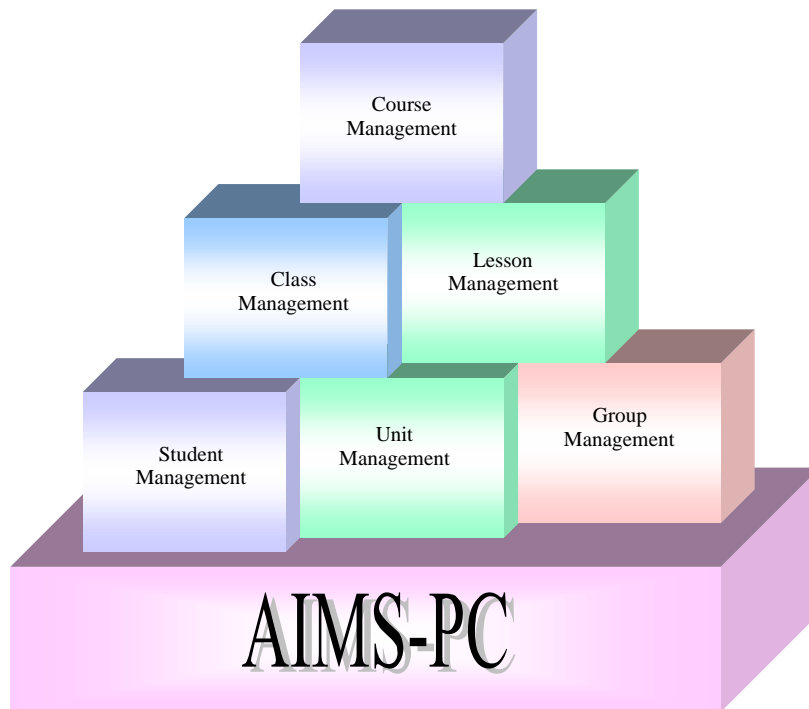
















Figure 3-1: AIMS-PC Building Blocks

Most **View** menu options are displayed in the tree-style structure, explained in Section 2.5.2.2. The display of this information shows the relation to other data for a particular **View**. These views allow the user to manipulate specific data relating to classes, courses, lessons, and student information. Not every user has privileges to all data; users are only provided access to those areas that are specific to them. For example, Instructors would use ***Class Management*** because its content pertains to the physical implementation of a class. Course curriculum experts would primarily use the ***Course Management*** window because its content pertains to course development.

3.1 Toolbar Visible

The **Toolbar Visible** menu option enables a user to toggle the AIMS-PC SheetBar on/off the screen. A “✓” next to the **Toolbar Visible** option indicates that the toolbar is ON and thus displayed on the screen. No “✓” indicates that the toolbar is toggled OFF or not visible on the screen. This toolbar can also be toggled on/off by placing the mouse cursor anywhere on the toolbar and right-clicking, then choosing the SheetBar from the list of menu options. The toolbar can be moved anywhere within the current viewing area by clicking and dragging the toolbar with the mouse.


The following buttons can help a user quickly navigate through the AIMS-PC features. The SheetBar changes, depending on the current **View**. Use these buttons to quickly add new components related to schools, students, courses, classes, lessons, units, or groups.

Learning Objective		Create a new learning objective.
New Class		Create a new class.
New Course		Create a new course.
New Delivery Group		Create a new delivery group.
New Group		Create a new group.
New Lesson		Create a new lesson.
New Learning step		Create a new learning step.
New Module		Create a new module.
New Phase		Create a new phase.
New School		Create a new school.
New Class Section		Create a new section.
New Student		Create a new student.
New Unit		Create a new unit.
New View		Open a new view.

3.1.1 New View Button

The user can display multiple views (e.g., *Class Management*, *Course Management*, *Lesson Management*, etc.) at once. Having multiple views displayed at one time allows a user to easily view and move related data among the various management components. A new view can be created at most any point in an AIMS-PC session. When the user exits the system, the active view will be the default setting for the next AIMS-PC session.

To create a new view:

Step 1: Click the **New View** button located on the FrameBar. 

A new view window is displayed with the present view.

Step 2: To change the present view, choose a management menu item from the **View** menu.

Step 3: Choose the desired window display to see multiple views at once.

To do this, use the window display buttons located on the SheetBar.




NOTE: See Section 2.5.2.3 for more details on the various screen views.

3.1.2 New School Button

The **New School** button and property sheet are used to create and identify individual school attributes. The **New School** button can be accessed from various points within the AIMS-PC system. To create a new school:

Step 1: Choose **View → Class Management**.

Step 2: Click the **New School** button located on the SheetBar. 

A **New School** property sheet will appear.

Step 3: Enter the **School ID**.

Step 4: Enter the official **School name**.

Step 5: Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.2 Class Management View

This section explains the capabilities for a user to administer classes, class sections, and students for the courses he/she teaches. A user can also view school and course attributes. An instructor's primary purpose for this window is to:

- Manage classes.
- Manage class sections.
- Manage students that make up these sections.

NOTE: It is not intended for the **Class Management** window to be used to create new courses.

The **Class Management** hierarchy is: **School Name** → **Course Number and Name** → **Delivery Group** → **Phase** → **Fiscal Year and Class Number** → **Class Section** → **Enrolled Students**.

The user can view the many different levels of **Class Management** data by double-clicking on the icon to the left of the level name.

The SheetBar buttons available in the **Class Management** section are:



The **Class Management** window is generally used by instructors to create new classes for a course that he/she currently teaches. The instructor has the ability to create numerous sections of a class and assign new students to a section or move students from one section to another. A user can use this window to display all of the students for a particular class (i.e. all the students in all of the sections of a given class) as well as all of the students for a particular class section.

NOTE: Classes are normally added when loaded as part of the ATRRS download. **Do not add** new courses/classes unless they are non-ATRRS courses.

3.2.1 Create a New Class

The **New Class Wizard** allows the user to create new classes. While classes are attached to courses, delivery groups, and phases, those must be created separately in the **Course Management** view. To create a new class:

Step 1: Choose **View** → **Class Management**.

A list of schools is displayed.

Step 2: Click the *New Class* button. 

A *New Class Wizard* screen will appear (see Figure 3-2).

Step 3: Select the desired military school to which the new class will be associated.

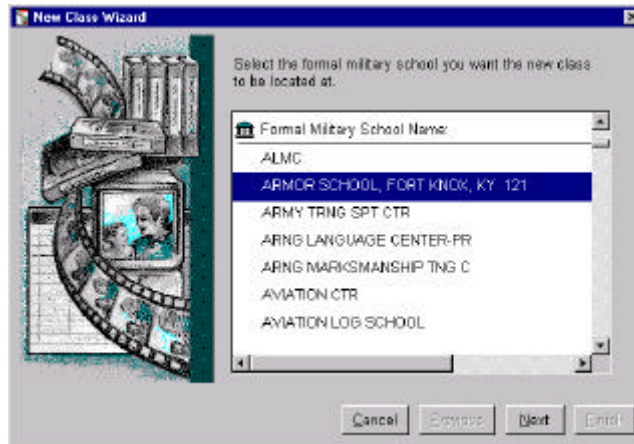


Figure 3-2: New Class Wizard School Screen

Step 4: Click the *Next* button to continue.

NOTE: At this point in the wizard and throughout the following screens, the user can click the **Previous** button to return to and modify previous screens, or the **Cancel** button to close the wizard without making any changes.

Step 5: Select the desired course that the new class will be associated with, by clicking on the desired course version. Use the scrolling arrows to view the entire list (see Figure 3-3).

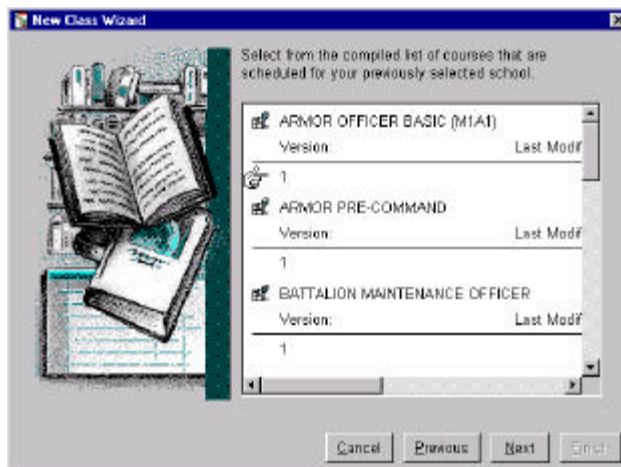


Figure 3-3: New Class Wizard – Lesson Screen

Step 6: Click the *Next* button to continue.

Step 7: Select the *Delivery Group* from the drop-down list (see Figure 3-4).

Step 8: Select the class **Phase** from the drop-down list.

NOTE: The drop-down list will only show multiple phases if the selected course contains multiple phases. If the selected course contains only one phase, the user can only select that one phase.

Step 9: Choose the **Fiscal Year** when the class will be offered.

Step 10: Use the spin list to select a unique identifier for the **Class** (e.g., 002 or 050). No two class identifiers can be duplicated for a single course.

NOTE: If a user tries to create a new class that has the same identifier as a previously defined class, a message is displayed, "This class already exists and can not be duplicated for the same course."

Step 11: Use the spin list to select the **Projected Enrollment** of students.

Step 12: Use the spin list to select the **Start Date** (yyyy-mm-dd) of a class. Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

Step 13: Use the spin list to select the **End Date** (yyyy-mm-dd) of a class. Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

Figure 3-4: New Class Wizard – Property Screen

Step 14: Click the **Finish** button to create a new class based on the selections made throughout the wizard.

OR

Click the **Cancel** button to exit the wizard without creating a new class.

OR

Click the **Previous** button to return to and modify a previous screen.

3.2.2 Class Property Fields

The **Class** property sheet has two tabs, **General** and **Gradesheet**. The following list and graphics (Figure 3-5 and Figure 3-6) illustrate and define the property fields of the **Class** property sheet.

3.2.2.1 Class Property Sheet – General Tab

The **General** tab provides the user general information about a class, some of which can be modified. The fields on the **General** tab of the **Class** property sheet are described below.

Fiscal Year The Fiscal Year when the class will be offered.

Class The class ID.

Delivery Group The delivery group code.

***NOTE:** A Delivery Group organizes a training course/version into a combination of zero or more phases and supports the Total Army Training System-Course (TATS-C) concept of delivering the same training in different configurations to train varying target audiences to the same standard.*

Phase ID The phase ID for the class.

***NOTE:** The data fields listed above are for informational purposes only. These fields appear grayed-out and cannot be modified.*

Start Date The date the class starts.

End Date The date the class ends.

Status The status of the class, either: *Reinstated*, *Non-conducted*, *Rescheduled*, *Canceled*, or *Scheduled*.

Projected Enrollment Qty The projected number of students enrolling in the class.

The screenshot shows a Windows-style dialog box titled "Properties for 1999 Class 003". It has two tabs: "General" (selected) and "Gradesheet". The "General" tab contains the following fields and values:

- Fiscal Year: 1999
- Class: 003
- Delivery Group: A
- Phase: 1
- Start Date: 1998 DEC 14
- End Date: 1998 DEC 15
- Status: (empty dropdown menu)
- Projected Enrollment QTY: 20

At the bottom right of the dialog box are three buttons: "OK", "Cancel", and "Apply".

Figure 3-5: Class Property Sheet – General Tab

3.2.2.2 Class Property Sheet – Gradesheet Tab

The **Gradesheet** tab provides the user with information on the different tests taken by students within a specific class (i.e., dates and scores). The user also has the ability to enter and modify the students' test data.

The **Gradesheet** tab is equipped with both an *Export* and *Import* button. The *Export* button allows a user to export the names and student IDs of students within a specific class. The *Import* button allows a user to import student test data for a specific test, into the class property gradesheet.

The fields and buttons on the **Gradesheet** tab of the *Class* property sheet are described below:

Test Name The name of the test.

Export Allows the user to export student IDs and names to an ASCII tab delimited text file.

Import Allows the user to import student test data from an ASCII tab delimited text file.

Retest	Click the retest button to indicate the student has taken the test before.
Maximum POI Points	The maximum number of Program of Instruction (POI) points for the test. (This is how grades are weighed).
Minimum Passing Rate%	The minimum percentage allowed for passing.
Minimum POI Points	The minimum number of POI points for the test.
Partial PT Allowed	Indicates if partial points can be earned for this test.
Name	The student's name.
Person ID	The student's Social Security Number (SSN) or Passport Number (PPN).
Test Date	The date the test was administered.
No. of Tries	The number of times the student has taken the test.
P/F SF	The curving factor percent score (<i>Pass/Fail Score Factor</i>).
P/F SF RS	The curving factor raw score (<i>RS</i>) (<i>Pass/Fail Scale Factor</i>).
MAX Raw Score	The maximum points achievable for the test.
Raw Score	The actual points the student scored on the test.
Percent Score	The student's score represented in percentage.
P/F Result	Indicates the (<i>Pass/Fail Result</i>) of the student, either: <i>Fail</i> , <i>Exempt</i> , <i>Incomplete</i> , <i>Proficient</i> , or <i>Pass</i> .
POI Points	The points earned for the test.

Properties for 1999 Class 001

General | Gradesheet

Test Name: 9V1-301-04

Export | Import | Retest

Maximum POI Points	Minimum Passing Rate%	Minimum POI Points	Partial PT. Allowed
55	70	38.5	Yes

Name	Person ID	Test Date	No. of Tries	P. S
Shears, Mark I.	55555555	0000- -00	0	
Osborne, James K.	55555555	0000- -00	0	
Delaney, Patricia A.	55555555	0000- -00	0	
Smith, Kevin M.	55555555	0000- -00	0	
Foster, Aaron T.	55555555	0000- -00	0	
Smith, William J.	55555555	0000- -00	0	

OK | Cancel | Apply

Figure 3-6: Class Property Sheet – Gradesheet Tab

3.2.3 Create a New Class Section

To create a new section within a class:

Step 1: Choose **View → Class Management**.

Step 2: Double-click on each level name to expand all the hierarchy levels.

Step 3: Highlight the desired **Class** that the new section will be associated with.

Step 4: Click the **New Section** button.

If sections have already been created for this class, a message prompt will appear asking, “*Are you sure that you want to create a new section?*”.

Step 5: Click the **Yes** button to continue creating the new section. A new section is automatically created with the next sequential number.

OR

Click the **No** button to cancel this option.

Step 6: Select the new section from the tree-style structure and choose the **Properties** option from the **Edit** menu.

The property sheet is displayed with the properties for this class section. No fields on the **General** tab can be modified.

Step 7: Click the **OK** button to close this property sheet.

***NOTE:** If the user tries to create a new class section without a class identified, the following message is displayed, “A class or class section must be currently selected in order to create a new section.”*

3.2.4 Class Section Property Fields

The **Class Section** property sheet is almost identical to the **Class** property sheet. They both contain the same two tabs, **General** and **Gradesheet**. The **Class** property sheet provides data on all the students within a class, whereas the **Class Section** property sheet only provides data on the students within a specific section within the class. The following list and graphics (Figure 3-7 and Figure 3-8) illustrate and define the attributes of the **Class Section** property sheet.

3.2.4.1 Class Section Property Sheet– General Tab

The **General** tab provides the user with general information about a section and cannot be modified. The fields on the **General** tab (see Figure 3-7) of the **Class Section** property sheet are described below:

School	School name.
Course	Course number.
Name	Course name.
Version	Class version number.
Phase	The phase ID.
Delivery Type	Type of delivery in which the class is being instructed.

Delivery types are assigned and defined by the user. The user can have as many delivery types as desired. **Delivery Types** are the manner in which a course will be delivered. Two examples of possible delivery types are:

Single phase course	Delivers the course curriculum to the students from start to finish all within a classroom environment from beginning to end.
----------------------------	---

Multi-phased course

A break up of instructions into multiple phases, e.g., a phase of physical instructions, a phase of classroom study, and a phase of practical exercises.

The screenshot shows a Windows-style dialog box titled "Properties for Section 1 : 1997 Class 001". It has two tabs: "General" and "Gradesheet", with "General" currently selected. Inside the dialog, there are several text input fields: "School:" containing "ARMOR SCH, FT KNOX, KY", "Course:" containing "001-MHT", "Name:" containing "USMA MANEUVER HEAVY", "Version:" containing "1", "Phase:" containing "0", and "Delivery Type:" containing "A single phase course". At the bottom right of the dialog are three buttons: "OK", "Cancel", and "Apply".

Figure 3-7: Class Section Property Sheet – General Tab

3.2.4.2 Class Section Property Sheet – Gradesheet Tab

The **Gradesheet** tab provides the user with information i.e., dates and scores, on the different tests taken by students within a specific class section. The user has the ability to enter and modify the students' test data as well.

The **Gradesheet** tab is equipped with both an **Export** and **Import** button. The **Export** button allows a user to export the names and student IDs of students within a specific class section. The **Import** button allows a user to import student test data for a specific test, into the **Class Section** property gradesheet.

The fields and buttons on the **Gradesheet** tab (see Figure 3-8) of the **Class Section** property sheet are described below:

Test Name	The name of the test.
Export	Allows the user to export student names and SSNs to an ASCII Tab Delimited Text File.
Import	Allows the user to import student test data from an ASCII Tab Delimited Text File.

Retest	Click the retest button to indicate the student has taken the test before.
Maximum POI Points	The total number of POI points available on the test.
Minimum Passing Rate%	The minimum percentage rate allowed for passing.
Minimum POI Points	The minimum number of POI points allowed in order to pass the test.
Partial PT Allowed	Indicates if partial points can be earned for this test.
Name	The student's name.
Person ID	The student's SSN or PPN.
Test Date	The date the student took the test.
No. of Tries	The number of times the student has taken the test.
P/F SF	The curving factor percent score (<i>Pass/Fail Scale Factor</i>).
P/F SF RS	The curving factor raw score (<i>Pass/Fail Scale Factor Raw Score</i>).
MAX Raw Score	The maximum points available for the test.
Raw Score	The actual points the student scored on the test.
Percent Score	The student's score represented in percentage.
P/F Result	Indicates the (<i>Pass/Fail Result</i>) of the student, either: <i>Fail</i> , <i>Exempt</i> , <i>Incomplete</i> , <i>Proficient</i> , or <i>Pass</i> .
POI Points	The points earned for the test.

Properties for Section 1 : 1999 Class 001

General Gradesheet

Test Name: 9V1-301-04 [Export] [Import] [Retest]

Maximum POI Points	Minimum Passing Rate%	Minimum POI Points	Partial PT. Allowed
55	70	38.5	Yes

Name	Person ID	Test Date	No. of Tries	P.S.
Champion, Nathan S.	555555555	1999-OCT-22	1	
Delaney, Patricia A.	555555555	1999-OCT-22	1	
Ezzell, Nikolas R.	555555555	1999-OCT-22	1	
Foster, Aaron T.	555555555	1999-OCT-22	1	
Higgs, Joshua S.	555555555	1999-OCT-22	1	
Hinojosa, Richard	555555555	1999-OCT-22	1	

[OK] [Cancel] [Apply]

Figure 3-8: Class Section Property Sheet – Gradesheet Tab

3.2.5 Create a New Student for a Class Section

From this point in the system, the user can add a new student, associating the student to a class section.

NOTE: Verify that any walk-in student is not already in the database by using the **Find** utility in the **Student Management** view. See Section 3.5.3, **Find – Student Management**.

To add a new student:

Step 1: Choose **View → Class Management**.

Step 2: Double-click on each level name to expand all the hierarchy levels.

Step 3: Highlight the desired **Class Section**.

Step 4: Click the **New Student** button.

A **Student** property sheet will appear.

Step 5: If necessary, click on the **General** tab.

Step 6: Fill in the data fields on the **General** and **Occupation** tabs.

Please see Section 3.5.1 for the property fields for adding a new student.

NOTE: The fields in the **General** and **Occupation** tabs must be filled-in before the student property information can be saved to the database.

Step 7: Enter any additional student information under the other tabs, as desired.

Step 8: Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

NOTE: If the user tries to create a new student without a class selection identified, the following message is displayed, “A class selection must be currently selected in order to create a new student.”

3.2.6 Assign a Student to a Class Section

Once a class section has been created, the user can assign existing students to it using drag and drop functionality. To assign a student to a class section from the **Student Management** view:

Step 1: Choose **View → Class Management**.

Step 2: Click the **New View** button.

Step 3: Choose **View → Student Management**.

Step 4: Display the windows so both the **Class Management** and **Student Management** views are visible.

NOTE: **Student Management** should be the active view. See Section 2.5.2.3 for more details on multiple views.

Step 5: Double-click on each hierarchy level of the appropriate course until the class section(s) of the desired class is visible. Determine the class section to which students are to be added.

Step 6: Select a student from the right side of the **Student Management** window by clicking and holding the mouse button on the student's name.

Step 7: Without releasing the mouse button, drag the student's name to the desired class section listed in the **Class Management** window. The class section will become highlighted when it is selected.

Step 8: When the class section name is highlighted, release the mouse button.

Step 9: Click the class section name to display the list of students. The student is now part of the selected class section.

Step 10: To add additional students, repeat steps 6-8.

NOTE: The user can also drag and drop a student from the **Unit Management** view. Follow the same steps listed above, except select **Unit Management** instead of **Student Management**.

3.2.7 Section Mix Wizard

The **Section Mix Wizard** allows a user to add and delete class sections as well as redistribute students within the class sections. To use the Section Mix Wizard:

Step 1: Choose **View → Class Management**.

Step 2: Highlight the desired class or class section.

Step 3: Select **Tools → Section Mix Wizard**.

A **Mix Section Wizard** screen appears (see Figure 3-9).

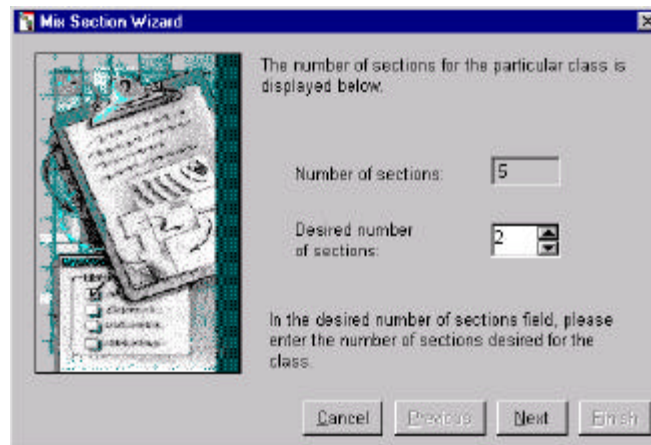


Figure 3-9: Mix Section Wizard

Step 4: Use the spin list to select the **Desired number of sections** for the class.

Step 5: Click the **Next** button. It will be grayed-out until the desired number of **Sections** is selected.

NOTE: At this point in the wizard and throughout the following screens, the user can click the **Previous** button to return to and modify previous screens, or the **Cancel** button to close the wizard without making any changes.

Step 6: A wizard screen appears with a break down of each section. The number of students currently available for a section is listed in the **Available** column, and the desired number of students for the section mix is listed in the **Desired** column (see Figure 3-10).

The number of students for each section is displayed in the available column.

Section	Available	Desired
1	1	4
2	3	3
3	2	0
4	1	0
5	0	0

Totals: 7 7

In the desired column, please enter the number of students desired for each section.

Buttons: Cancel Previous Next Finish

Figure 3-10: Mix Section Wizard

Step 7: The user can modify the number of students assigned to a section by entering a new total in the **Desired** column.

NOTE: The totals at the bottom of the screen must match. The user cannot assign a larger number of students than already exist in the class.

Step 8: Click the **Next** button.

Step 9: The wizard will automatically assign each student to a class section and display the results on the next screen. This screen also lists each student's **Name, Section, Rank, Clearance, Occupation, Birth Date, Gender, Country,** and **Language** (see Figure 3-11). Column headings can be expanded or shrunk, if desired.

Step 10: To modify the preset section mix, select a different section number from the drop-down list for each student to be modified.

Step 11: Click the **Finish** button to accept the section mix.

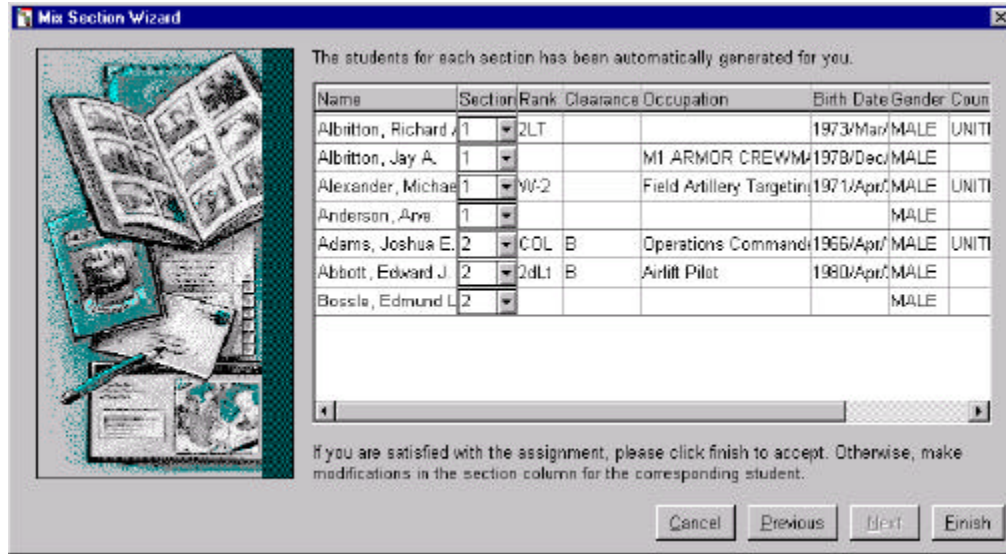


Figure 3-11: Mix Section Wizard

3.2.8 Move a Student Between Class Sections

In addition to the *Section Mix Wizard*, a user can use simple drag and drop functionality to redistribute students within the class sections. This allows the user to easily move one or more students from one section to another, either within the same class, or in a different class. To move a student between class sections:

- Step 1:* Choose **View → Class Management**.
- Step 2:* Double-click on each level name to expand all the hierarchy levels.
- Step 3:* Select the class section in which students will be removed.
- Step 4:* Select a student from the right side of the **Class Management** window by clicking and holding the mouse button on the student's name.
- Step 5:* Without releasing the mouse button, begin to drag the student's name. As soon as the student's name begins to move, hold down the **[Ctrl]** button. Continue to drag the student's name to the desired class section listed in the **Class Management** window. The class section will become highlighted when it is selected.

NOTE: It is very important to hold the **[Ctrl]** button down after the name begins to drag. If the user tries to drag and drop a student name to another class section without pressing the **[Ctrl]** button, the following error message will appear, "A student can not exist in more than one class section at a time. Try moving the student instead of copying." If a user presses the **[Ctrl]** button before dragging the student name, the name will not move.

Step 6: When the class section name is highlighted, release the mouse button and the [Ctrl] button.

***NOTE:** Students cannot be dropped on classes. Only class sections can receive student name drops.*

Step 7: Click the class section name to display the list of students. The student is now part of the selected class section.

Step 8: To add additional students, repeat steps 6-8.

3.2.9 Record Student Test Grades for a Class / Class Section

Student test data can be recorded and modified in both the *Class* and *Class Section* property sheet – **Gradesheet** tabs. To record student test grades:

Step 1: Choose **View → Class Management**.

Step 2: Double-click on each level name to expand all the hierarchy levels.

Step 3: Highlight the desired *Class*.

***NOTE:** To record test data for a class section, highlight the desired **Class Section** instead of the **Class**.*

Step 4: Select **Edit → Properties**.

A *Class* property sheet will appear.

***NOTE:** If entering test data for a class section, a **Class Section** property sheet will appear.*

Step 5: Select the **Gradesheet** tab.

Step 6: Select the *Test Name* from the drop-down list.

Step 7: Click the desired student in the name list.

Step 8: If this is not the first time the student has taken the test, click the **Retest** button. The *No. of Tries* column will be updated automatically. If this is the first time the student has taken the test, do not click the **Retest** button.

Step 9: Enter the date the student took the test in the *Test Date* field.

Step 10: Enter the *Pass/Fail Scale Factor* for the test, if necessary.

Step 11: Enter the *Pass/Fail Scale Factor Raw Score* for the test, if necessary.

Step 12: The **Maximum Raw Score** field automatically defaults to 100. The user can modify this field, if necessary.

Step 13: Enter the **Raw Score** earned by the student.

Step 14: The **Percent Score** field will be updated automatically and cannot be modified.

The **Pass/Fail Result** field will be updated automatically; however, this field can be modified if necessary.

Step 15: Change the data in the **Pass/Fail Result** field, if necessary.

Step 16: The total **POI Points** earned for the test will be updated automatically and cannot be modified.

Step 17: Click the **Apply** button to save the data and select another student.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

NOTE: Student test grades can also be entered on the **Gradebook** tab of the **Student** property sheet, see Section 3.5.2.11.

3.2.10 Export and Import Class / Class Section Test Data

The **Gradesheet** tab is equipped with both an **Export** and **Import** button. The **Export** button allows a user to export the names and student IDs of students within a specific class or class section, into an American Standard Code for Information Interchange (ASCII) text tab delimited file. That file is accessed by the Logical Extension Resources (LXR) system, where student test data (i.e., student IDs and scores) is recorded. Once the data has been updated by LXR, it is available for the user to import it into the **Class** or **Class Section** property gradesheet. The **Import** button allows a user to import the ASCII tab delimited text file, with the student test data for a specific test, into the **Class** or **Class Section** property gradesheet.

To Export student data:

Step 1: Choose **View → Class Management**.

Step 2: Double-click on each level name to expand all the hierarchy levels.

Step 3: Highlight the desired **Class**.

NOTE: If exporting data from a class section, highlight the desired **Class Section** instead of the **Class**.

Step 4: Select **Edit → Properties**.

A **Class** property sheet will appear.

NOTE: If a class section was highlighted, a **Class Section** property sheet will appear.

Step 5: Select the **Gradesheet** tab.

Step 6: Select the **Test Name** from the drop-down list.

Step 7: Click the **Export** button.

A **Save File** dialog box will appear.

Step 8: Enter the desired file name.

Step 9: Click the **Save** button to export the data to the file.

The **Class** or **Class Section** property sheet will reappear.

Step 10: Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

To Import student test data:

Step 1: Choose **View → Class Management**.

Step 2: Double-click on each level name to expand all the hierarchy levels.

Step 3: Highlight the desired **Class**.

NOTE: If importing data to a class section, highlight the desired **Class Section** instead of the **Class**.

Step 4: Select **Edit → Properties**.

A **Class** property sheet will appear.

***NOTE:** If a class section was highlighted, a **Class Section** property sheet will appear.*

Step 5: Select the **Gradesheet** tab.

Step 6: Select the **Test Name** from the drop-down list.

Step 7: Click the **Import** button.

An **Open File** dialog box will appear.

Step 8: Highlight the desired folder to import.

Step 9: Click the **Open** button to import the student test data.

OR

Click the **Cancel** button to exit the **Open File** screen without importing any data.

The student test data will be displayed on the current view of the **Gradesheet** tab.

Step 10: Click the **Apply** button to save the data and select another test.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.2.11 Working with Student Records

Users also have the capability to manage student attributes from the **Class Management** view. Student attributes can be entered, viewed, and modified using the **Student** property sheet. A user can use this property sheet to update a student's status and enter class scores in the student's gradebook record. Some of the other attributes that can be modified in the property window are general properties such as physical size, age, education, address, and security clearance. Others include scores from fitness tests, ASVAB, and marksmanship tests. For more information on the **Student** property sheet see Section 3.5.2. To access the **Student** property sheet from the **Class Management** view:

Step 1: Choose **View → Class Management**.

Step 2: Double-click on each level name to expand all the hierarchy levels.

Step 3: Select the desired student name.

Step 4: Choose **Edit** → **Properties**.

The **Student** property sheet will appear.

3.2.11.1 In-Process a Student

The user can in-process a student via the **Student** property sheet **Student Status** tab. There are two types of in-processing available in AIMS-PC:

- In-processing a student with a valid class reservation.
- In-processing a walk-in student.

3.2.11.1.1 In-Process a Student with a Valid Class Reservation

A student with a valid class reservation will only show within a class after an ATTRS download has been performed. If the student is not displayed within the class, the user should drag and drop the student into the class (see Section 3.2.6). To in-process a student with a valid class reservation:

Step 1: Access the **Student** property sheet (see Section 3.2.11).

Step 2: Select the **Student Status** tab.

Step 3: Use the spin list to select the **Effective Date** of the student's status.

NOTE: When a student reservation comes in from ATTRS the student status code is **Valid Reservation**.

Step 4: Select **New Input** from the **Status** drop-down list.

NOTE: The status must be **New Input** for the student to show in the class gradebook.

Step 5: Select the **Reason** for the student's status from the drop-down list.

Step 6: Select the **Description** of the student's status from the drop-down list.

Step 7: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.2.11.1.2 In-Process a Walk-In Student

This function is used to in-process a student who does not have a valid reservation.
To in-process a walk-in student:

Step 1: Choose **View → Class Management**.

Step 2: Double-click on each level name to expand all the hierarchy levels.

***NOTE:** The user should verify that the student to be processed is not already in the AIMS-PC database. Use the **Find** utility in the **Student Management** view to search for the student, see Section 3.5.3, **Find – Student Management**.*

Step 3: If the student is listed in the AIMS-PC database, drag and drop him/her into the class (see Section 3.2.6, **Assign a Student to a Class Section**) then proceed with Step four.

OR

If the student is not listed in the AIMS-PC database, create a new student (see Section 3.2.5, **Create a New Student for a Class Section**) then proceed with Step four.

Step 4: Select the desired student name.

Step 5: Choose **Edit → Properties**.

The **Student** property sheet will appear.

Step 6: Select the **Student Status** tab.

Step 7: Use the spin list to select the **Effective Date** of the student's status.

Step 8: Select **New Input** from the **Status** drop-down list.

NOTE: The status must be **New Input** for the student to show in the class gradebook.

Step 9: Select the **Reason** for the student's status from the drop-down list.

Step 10: Select the **Description** of the student's status from the drop-down list.

Step 11: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.2.11.2 Record or Delete a Student Absence

This function is used to record a student as absent and the reason for that absence, for a particular length of time. These records can also be deleted if needed.

To record a student absence:

Step 1: Access the **Student** property sheet (see Section 3.2.11).

Step 2: Select the **Student Absence** tab.

Step 3: Click the **Insert** button to display a row of **Student Absence** fields.

Repeat this step as many times as necessary.

Step 4: Use the spin list to select the date and time the student is first absent in the **Begin Date** field.

Step 5: Select the **Reason** for the absence from the drop-down list.

Step 6: Use the spin list to select the **End Date** of the student's absence.

Step 7: Enter any remarks pertaining to the student's absence in the **Remarks** field.

Step 8: Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

To delete a student absence record:

Step 1: From the **Student Absence** tab, select the row that contains the student absence information that is to be deleted.

Step 2: Click the ***Delete*** button.

Step 3: The student absence record will be deleted.

Step 4: Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

3.2.11.3 Changing a Student's Status

There are many instances where a student's status may need to be changed, such as retraining, graduation, or attrition. The following instructions provide examples for some of the more commonly used student status codes. See Section 3.5.2.12 for a complete listing of the student status codes. To change a student's status:

Step 1: Access the ***Student*** property sheet (see Section 3.2.11).

Step 2: Select the **Student Status** tab.

Step 3: Use the spin list to select the ***Effective Date*** of the student's status.

Step 4: Select the appropriate status code from the ***Status*** drop-down list, as listed below.

- To mark a student as a retrainee to or from another course of instruction:

Select one of the following **Status** codes from the drop-down list:

- **Retrainee in, from another course of instruction.**
- **Retrainee out, to another course of instruction.**

NOTE: Selecting **Retrainee out** will generate a “**Retrainee out to...**” property sheet. Select the new course of instruction from the pick list.

- To recycle a student to another course of instruction:

Select **Recycle out, to another class, same course** from the **Status** drop-down list.

NOTE: Selecting **Recycle out** will generate a “**Recycle out to...**” property sheet. Select the class the student is being recycled to, from the list.

- To graduate a student:

Select **Graduate, Successful Completion** from the **Status** drop-down list.

NOTE: It is up to the user to ensure that the student has meet all of the course requirements and that the student’s gradebook is complete before graduating the student.

- To attrition a student:

Select **Other, Non-Successful Completion** from the **Status** drop-down list.

NOTE: This should be used to permanently remove a student from a particular course, such as when the student does not finish a course due to academic, administrative, medical, motivational, or disciplinary/misconduct reasons. When attrition information is saved to the database, the student is considered terminated.

Step 5: Select the **Reason** for the change in status from the drop-down list.

Step 6: Select the **Description** of the student’s status from the drop-down list.

Step 7: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.2.12 Find – Class Management

The **Find** option provides a user the ability to search through **School Names** and **Course Names** for requested data. To use this function, select **Find** from the **Edit** menu. A **Find Item** property sheet will appear (see Figure 3-12).



Figure 3-12: Find Item (Class Management)

To locate an item in the database:

Step 1: Select **Edit → Find**.

Step 2: Fill in the **Find What** text box with the data to be used for the search.

Step 3: Select where the search data should match from the **Where** drop-down list. The user can select from the following three options: **Any Part of Column**, **Match Whole Column**, or **Start of Column**.

Step 4: Select where to search for the data from the **Search In** drop-down list. The user can select from the options: **School Name** and **Course Name**.

Step 5: Select the **Direction** of the search. Choose **Up** to search from bottom to top or **Down** to search top to bottom.

Step 6: Select the **Match Case** box to restrict the search to data that matches the case of the **Find What** data. Deselect the **Match Case** box to search the data regardless of the case. A check mark indicates the **Match Case** has been activated.

Step 7: Click the **Find First** button to find the first item to match the **Find What** data.

Step 8: Click the **Find Next** button to find the next item to match the **Find What** data.

NOTE: The user can change the **Direction** of the search to return to a previously displayed item.

Step 9: Click the **Cancel** button to cancel the search and return to the **Class Management** window.

3.3 Course Management View

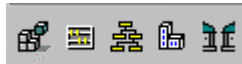
This section explains the development of course curriculum and associated delivery groups. The course curriculum will remain consistent from one delivery group to another, but how the instruction of the course is delivered will vary slightly. **Courses** are divided into several components:

- Delivery Group Types
- Phase Numbers
- Module Names

The **Course Management** hierarchy is: **Course Code** → **Delivery Group Type** → **Phase Numbers** → **Modules** → **Lessons**.

The user can view the different levels of **Course Management** data by double-clicking on the icon to the left of the level name.

The SheetBar buttons available in the **Course Management** section are:



The **Course Management** window is used for manipulating course curriculum. Primarily, the **Course Management** window is used by the subject matter specialists who develop course material. Each course can be taught through a number of different delivery groups. Delivery groups are methods in which the course curriculum will be delivered to the student. Regardless of the delivery group, the curriculum remains the same; in other words, the same subjects may be taught using different instructional methods.


NOTE: **POIMM** and **ASAT** are the key training development applications. AIMS-PC uses this data to fill its course information.

The smallest unit of instruction displayed on the **Course Management** view is a lesson. Lessons are organized into modules, and modules are organized into phases. Modules are abstract containers for lessons and can be organized relevant to the installation's internal hierarchy. Phases are also abstract containers for modules;

however, completion of a phase by a student usually represents a milestone for instruction.

3.3.1 New Course Wizards

Courses are created using Course Wizards. A wizard is an easy-to-use set of instructions, separated by individual screens, which guide a user to create an item without overlooking any steps. The system prompts the user as to which steps are needed, depending on what options have been selected on the previous screens. The **Course Wizard** provides an easy-to-use method for a user to create a new course based on a template that has already been designed for another course, or use a blank template to design a completely new course.

When the **New Course** button  is selected, a **New Course Wizard** screen appears (see Figure 3-13). There are two **New Course Options** that appear on the screen:

- *Select an existing Course to use as a template?*
- *Use a blank Course property window?*

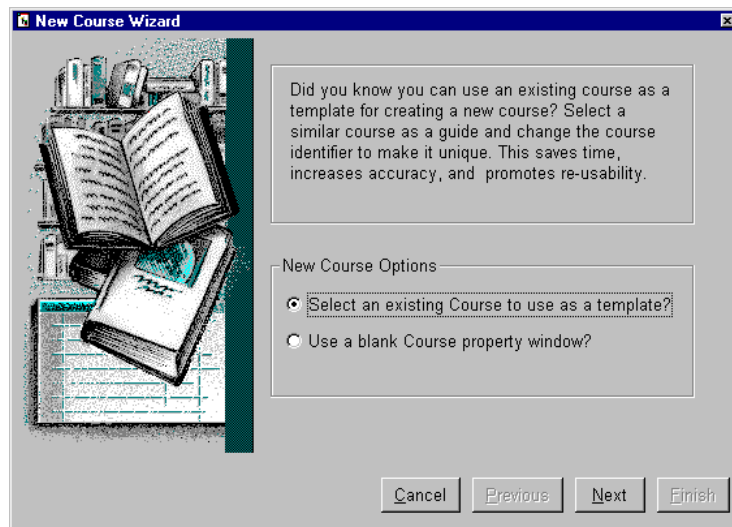


Figure 3-13: New Course Wizard

3.3.1.1 Create a New Course Using an Existing Course Template

To create a new course based on an existing course design:

Step 1: Choose **View** → **Course Management**.

Step 2: Highlight the database connection name.

Step 3: Click the **New Course** button. 

A **New Course Wizard** screen appears (see Figure 3-13).

Step 4: Choose “**Select an existing Course to use as a template?**”

Step 5: Click the **Next** button.

A window of existing courses appears (see Figure 3-14). The following attributes are displayed: **Course Title**, **Course ID**, **Course Version**, and **Release Version**.

NOTE: At this point in the wizard and throughout the following screens, the user can click the **Previous** button to return to and modify a previous screen, or the **Cancel** button to close the wizard without making any changes.

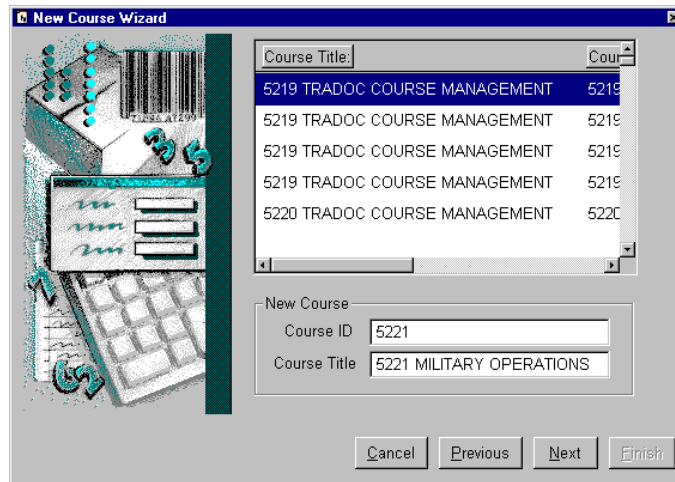


Figure 3-14: Course Wizard Screen

Step 6: Select the desired course from the list at the top of the screen.

Step 7: Change the information to reflect the new **Course ID**.

Step 8: Change the information to reflect the new **Course Title**.

Step 9: Click the **Next** button.

A window of course components will appear (see Figure 3-15). The following components are displayed: **Delivery Groups**, **Phases**, **Modules**, and **Lessons**.

Step 10: Select the course components to be copied to the new course. A check mark indicates a component is selected.

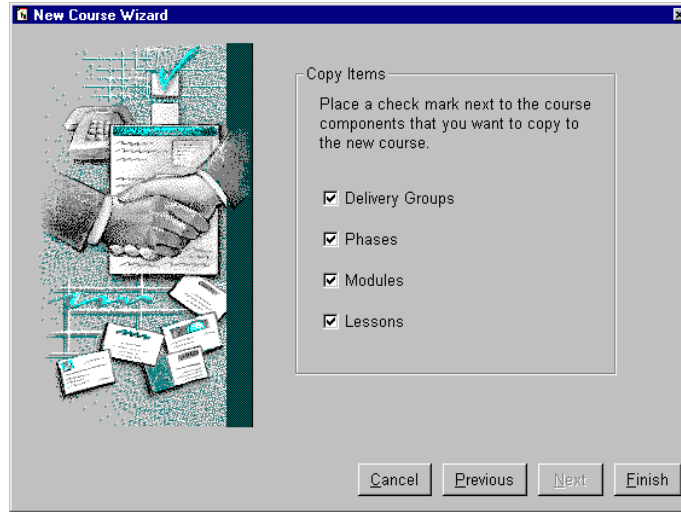


Figure 3-15: Course Wizard Screen

Step 11: Click the **Finish** button to accept changes and exit the Course wizard.

OR

Click the **Previous** button to return to and modify a previous screen.

OR

Click the **Cancel** button to exit the wizard without creating a new course.

3.3.1.2 Create a New Course Using a Blank Course Property Window

To create a new course using a blank course template:

Step 1: Choose **View → Course Management**.

Step 2: Highlight the database connection name.

Step 3: Click the **New Course** button.

A **New Course Wizard** screen appears (see Figure 3-13).

Step 4: Choose “**Use a blank Course property window?**”.

Step 5: Click the **Finish** button.

A blank **Course** property sheet will appear with the **General** tab displayed (see Figure 3-16).

- Step 6:** Fill in all data fields on the three tab selections (**General**, **Text**, and **Status**).
- Step 7:** Enter the **Course No**.
- Step 8:** Enter the course **Title**.
- Step 9:** Select the **Fiscal Year** that the course will be offered in from the drop-down list.
- Step 10:** Select the **Quarter** of the school year when the course is offered from the drop-down list. The options are: **1st**, **2nd**, **3rd**, or **4th**.
- Step 11:** Use the spin list to enter the **Release** version.
- The **Developmental** version number is already filled in and cannot be modified.
- Step 12:** Choose a **Proponent School** name from the drop-down list.
- Step 13:** Use the spin list to enter the **Change Date** (yyyy-mm-dd). This date affects the training course version.
- Step 14:** Use the spin list to enter the number of days that are required for preparation in the **Student Admin Prep Quantity (Days)** field.
- Step 15:** Use the spin list to enter the total number of hours it will take to develop the course internally in the **Internal Dev Quantity (Hrs)** field.
- Step 16:** Use the spin list to enter the total number of academic hours within a training course for which the salary of the instructor need not be funded in the **Non-Pay Instructor Quantity (Hrs)** field.
- Step 17:** Choose one option from the **ITRO** drop-down list: **Consolidated**, **DOD Sponsored**, **Colocated**, or **Quota Course/Non-ITRO**.
- Step 18:** Choose one option from the **ATRRS** drop-down list.
- Step 19:** Select **Yes** or **No** to indicate if the training course is **Individual Total Army Training System (TATS)**.
- Step 20:** Enter a detailed description of the specialty award in the **Specialty Award Disc** text box.

NOTE: Only the data on the **General** tab is required when creating a new course.

- Step 21:** Click the **Apply** button to save the data and select another tab.

Step 22: Select the **Text** tab (see Figure 3-17).

Step 23: Highlight the desired text properties folder.

Step 24: Click the **Edit** button.

A blank text pad will appear.

Step 25: Enter the desired information in the text pad.

Step 26: Save the information using the **File → Save** option.

Step 27: Close the text pad to return to the **Course Management** window.

OR

Click the **Cancel** button to close the text pad without making any changes.

NOTE: The property sheet will be minimized at the bottom of the screen. To display the property sheet, click on the property sheet name.

Step 28: Repeat steps 24 - 27 until all desired text properties folders have been selected.

Step 29: Select the **Status** tab (see Figure 3-18).

Step 30: Click the **Insert** button to display a **Status** and **Date** field row. Multiple rows can be added by clicking the **Insert** button again.

Step 31: Select the **Status** of the course from the drop-down list, either: **Administrative Change, Ammunition, Equipment, Facility Change, Commandant Approved POI, DCST Validated, Draft POI, Pre-SMDR Submission, Returned Without Action, Revised Approved POI, SMDR Approved, TMA Validated, TRAP Action, Unknown/Invalid, Old POIMM converted POI, Inactive POI, Old POIMM Converted CAD, or Implemented.**

Step 32: Use the spin list to enter the status **Date**.

Step 33: Click the  button to the right of the date field.

A blank text pad will appear.

Step 34: Enter any prerequisite data related to the course.

Step 35: Save the information using the **File → Save** option.

NOTE: The property sheet will be minimized at the bottom of the screen. To display the property sheet, click on the property sheet name.

Step 36: To delete a row, highlight the row to be deleted and click the **Delete** button.

Step 37: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.3.2 Course Property Fields

The **Course** property sheet has three tabs, **General**, **Text**, and **Status**. The following graphics (Figure 3-16, Figure 3-17, and Figure 3-18) illustrate the data fields of the **Course** property sheet.

The screenshot shows a window titled "Course 602-68F10" with three tabs: General, Text, and Status. The General tab is active. The form contains the following fields:

- Course No: 602-68F10
- Title: AIRCRAFT ELECTRICIAN
- Fiscal Year: 1999 (dropdown)
- Quarter: 4 (dropdown)
- Developmental Version: 1
- Release Version: 1.0000
- Proponent School: AVIATION LOG SCHOOL (dropdown)
- Change Date: 0000- -00 (calendar icon)
- Student Admin Prep Quantity (Days): (spinner)
- Internal Dev Quantity (Hrs): (spinner)
- Non-Pay Instructor Quantity (Hrs): (spinner)
- ITRO: Consolidated (dropdown)
- ATRRS: Other (dropdown)
- Specialty Award Desc: (text area with "68F1")
- TATS Course: Yes (dropdown)

At the bottom are buttons for OK, Cancel, and Apply.

Figure 3-16: Course Property Sheet – General Tab

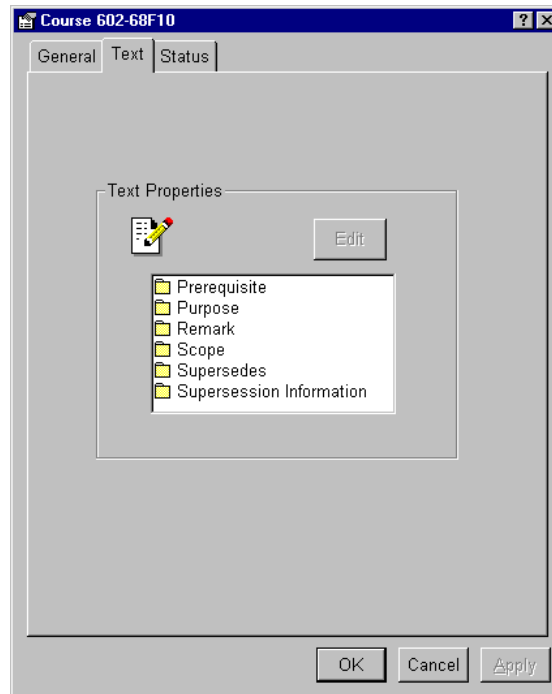


Figure 3-17: Course Property Sheet – Text Tab

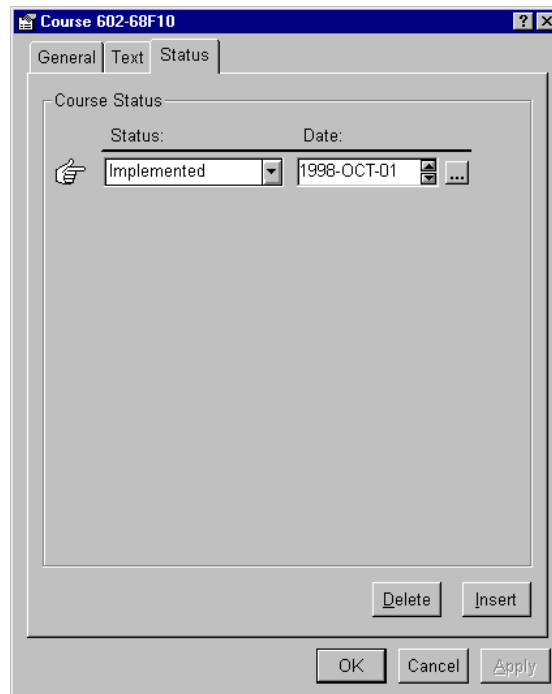



Figure 3-18: Course Property Sheet – Status Tab

3.3.3 Create a New Delivery Group

To create a new Delivery Group:

Step 1: Choose **View → Course Management**.

Step 2: Highlight the course name.

Step 3: Click the **New Delivery Group** button  located on the SheetBar.

The **New Delivery Group** property sheet will appear (see Figure 3-19).



Figure 3-19: New Delivery Group Property Sheet

Step 4: Select the **Delivery Group** from the spin list.

Step 5: Enter a description of the delivery group in the **Description** text box.

Step 6: Click the **Apply** button to save the new delivery group.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.3.4 Create a New Phase

To create a new phase:

Step 1: Choose **View → Lesson Management**.

Step 2: Double-click on each level name to expand all the hierarchy levels.

Step 3: Choose the desired **Delivery Group** that the new phase will be associated with.

Step 4: Click the **New Phase** button. 

A **New Phase** property sheet will appear.

Step 5: Fill in the information for the new phase. See Sections 3.3.5.1 through 3.3.5.8 for more information on the **Phase** tabs.

The information on the **General** and **Resource** tabs must be filled out before the new phase can be saved to the database.

***NOTE:** When creating a new phase, the **Comments** and **Locations** tabs on the **New Phase** property sheet will be grayed-out. Once the new phase is saved in the database, the **Comments** and **Locations** tabs will become active.*

3.3.5 Phase Property Fields

The Phase property sheet contains eight tabs: **General**, **Resources**, **Hours**, **Comments**, **Locations**, **Personnel**, **Material**, and **Facility**. To access a **Phase** property sheet:

Step 1: Choose **View → Course Management**.

Step 2: Double-click on each level name to expand the hierarchy levels until the phases are displayed.

Step 3: Highlight the desired phase to be viewed or modified.

Step 4: Select **Edit → Properties**.

A **Phase** property sheet will appear.

3.3.5.1 Phase – General Tab

The **General** tab allows the user to input the necessary information about the overall Phase. The fields on the **General** tab of the *Phase* property sheet are illustrated in Figure 3-20.

The screenshot shows a 'New Phase' dialog box with the 'General' tab selected. The fields are as follows:

- Phase: 002 (spin list)
- Official Validation: Yes (drop-down)
- Management Category: DISTANCE LEARNING (drop-down)
- Contract Type: Not a Contract Course (drop-down)
- Graduation Date: 1998-DEC-18 (spin list)
- Minimum Passing Rate: 4 (spin list)
- Class Size:
 - Minimum: 10 (spin list)
 - Optimum: 15 (spin list)
 - Maximum: 18 (spin list)
- Class Duration:
 - Hours: 40 (spin list)
 - Days: 10 (spin list)
 - Weeks: 5 (spin list)

Buttons at the bottom: OK, Cancel, Apply.

Figure 3-20: Phase Property Sheet – General Tab

To input **General** Phase information:

- Step 1:* Access the *Phase* property sheet (see Section 3.3.5).
- Step 2:* Select the **General** tab.
- Step 3:* Use the spin list to select a *Phase* number.
- Step 4:* Select **Yes** or **No** from the drop-down list to indicate if the phase has *Official Validation*.
- Step 5:* Select a *Management Category* from the drop-down list, either: *Active Duty for Training*, *Distance Learning*, *Inactive Duty for Training*, *Resident*, or *Mobilization*.
- Step 6:* Select the *Contract Type* from the drop-down list (must select a *Management Category* first).
- Step 7:* Use the spin list to enter the *Graduation Date* (yyyy-mm-dd).
- Step 8:* Use the spin list to enter the *Minimum Passing Rate*.
- Step 9:* Use the spin list to select the *Minimum* class size.

- Step 10:* Use the spin list to select the **Optimal** class size.
- Step 11:* Use the spin list to select the **Maximum** class size.
- Step 12:* Use the spin list to select the number of **Hours** for the class duration.
- Step 13:* Use the spin list to select the number of **Days** for the class duration.
- Step 14:* Use the spin list to select the number of **Weeks** for the class duration.
- Step 15:* Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.3.5.2 Phase – Resources Tab

The **Resources** tab allows the user to input the resources for the phase. The fields on the **Resources** tab of the **Phase** property sheet are illustrated in Figure 3-21.

Figure 3-21: Phase Property Sheet – Resources Tab

To input **Resource** Phase information:

- Step 1:* Access the **Phase** property sheet (see Section 3.3.5).

- Step 2:* Select the **Resources** tab.
- Step 3:* Select the school the new phase was **Designed By** from the drop-down list.
- Step 4:* Select in the **Instructors Provided By** drop-down list, the appropriate school.
- Step 5:* Select the **Proponent** school from the drop-down list.
- Step 6:* Click the **Apply** button to save the data and select another tab.
- OR
- Click the **OK** button to save the data and exit the property sheet.
- OR
- Click the **Cancel** button to exit the property sheet without saving any changes.

3.3.5.3 Phase – Hours Tab

The **Hours** tab allows the user to input the number of hours required for different portions of a Phase. The fields on the **Hours** tab of the **Phase** property sheet are illustrated in Figure 3-22.

The screenshot shows a 'New Phase' dialog box with the 'Hours' tab selected. The dialog contains two main sections: 'Student' and 'Staff'. The 'Student' section has three input fields with spinners: 'Total Academic Hours' (10), 'Unique Academic Hours' (4), and 'Estimated Flight Hours' (5). The 'Staff' section has five input fields with spinners: 'Development Hours' (5), 'Adjusted instructor Hours' (10), 'Estimated Labor Hours' (15), 'Other Proponent Hours' (6), and 'TMA Instructor Contact Hours' (10). At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

Figure 3-22: Phase Property Sheet – Hours Tab

To input **Hours** Phase information:

- Step 1:* Access the **Phase** property sheet (see Section 3.3.5).
- Step 2:* Select the **Hours** tab.

- Step 3:* Use the spin list to select the ***Total Academic Hours***.
- Step 4:* Use the spin list to select the number of ***Unique Academic Hours***.
- Step 5:* Use the spin list to select the ***Estimated Flight Hours***.
- Step 6:* Use the spin list to select the number of ***Development Hours*** for the phase.
- Step 7:* Use the spin list to select the number of ***Adjusted Instructor Hours***.
- Step 8:* Use the spin list to select the ***Estimated Labor Hours***.
- Step 9:* Use the spin list to select the number of ***Other Proponent Hours***.
- Step 10:* Use the spin list to select the number of TRADOC Manpower Activity (***TMA***) ***Instructor Contact Hours***.
- Step 11:* Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

3.3.5.4 Phase – Comments Tab

The **Comments** tab allows the user to add textual information to folders provided for a specific Phase. The fields on the **Comments** tab of the *Phase* property sheet are illustrated in Figure 3-23.

***NOTE:** The **Comments** and **Locations** tabs will not be available when creating a new phase until the new phase information has been saved to the database by clicking the **Apply** button.*

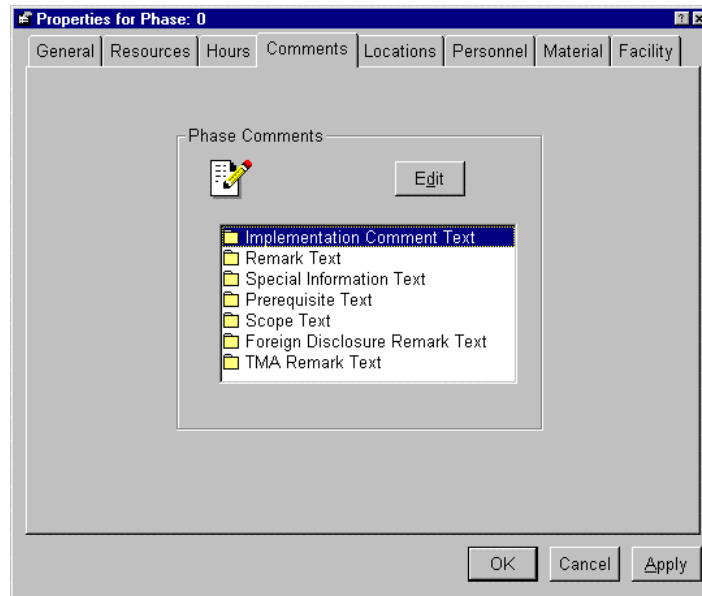


Figure 3-23: Phase Property Sheet – Comments Tab

To input **Comments** Phase information:

- Step 1:* Access the *Phase* property sheet (see Section 3.3.5).
- Step 2:* Select the **Comments** tab.
- Step 3:* Highlight the desired *Phase Comments* folder.
- Step 4:* Click the **Edit** button.
A blank text pad will appear.
- Step 5:* Enter in the desired information in the text pad.
- Step 6:* Save the information using the **File → Save** option.

Step 7: Close the text pad to return to the **Course Management** window.

OR

Click the **Cancel** button to close the text pad without making any changes.

NOTE: The property sheet will be minimized at the bottom of the screen. To display the property sheet, click on the property sheet name.

Step 8: Repeat Steps 5 - 9 for each **Comments** folder desired.

Step 9: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.3.5.5 Phase – Locations Tab

The **Locations** tab allows the user to input the school where the course will be taught. The fields on the **Locations** tab of the **Phase** property sheet are illustrated in Figure 3-24.

School Name:	Fiscal Year:	Hours:
AVIATION LOG SCHOOL	1999	
AVIATION LOG SCHOOL	1998	

Figure 3-24: Phase Property Sheet – Locations Tab

To input **Location** Phase information:

Step 1: Access the **Phase** property sheet (see Section 3.3.5).

Step 2: Click the **Locations** tab.

Step 3: Click the **Insert** button to display an empty row of **School**, **Fiscal Year**, and **Hours** fields.

Step 4: Select the **School Name** where the course is to be taught from the drop-down list.

NOTE: This will determine which school the course is associated with. This field can be modified later to change the school in which the course is associated.

Step 5: Select the **Fiscal Year** the course is to be taught in, from the drop-down list.

Step 6: Use the spin list to select the **Hours** the course will be taught at the selected school (the hours should come from ASAT lessons).

Step 7: To assign a course to another school, click the **Insert** button to add additional lines. Follow steps 4 - 8 to fill out the additional lines.

*NOTE: To delete a line, highlight the line to be deleted and click the **Delete** button.*

Step 8: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.3.5.6 Phase – Personnel Tab

The **Personnel** tab allows a user to add personnel data to a specific course. The fields on the **Personnel** tab of the **Phase** property sheet are illustrated in Figure 3-25.

Figure 3-25: Phase Property Sheet – Personnel Tab

To input **Personnel** Phase information:

Step 1: Access the **Phase** property sheet (see Section 3.3.5).

Step 2: Click the **Personnel** tab.

Step 3: Select the desired **Lesson** name from the drop-down list.

NOTE: The user must add **Modules** and **Lessons** to a **Phase** before any lesson names will appear in the **Lesson** field drop-down list.

The **Actual Qty** field will automatically update with the number of personnel data for the selected lesson displayed below.

Step 4: The user can modify the data displayed in the **Uniformed Service Rank** field, if necessary.

Step 5: Select a new **Military School** from the drop-down list, if necessary.

Step 6: Use the spin list to modify the **Adjusted Inst Hrs**, if necessary.

Step 7: Use the spin list to modify the **Adjusted Prs Hrs**, if necessary.

NOTE: The **Apply** button will become active as soon as any data is modified on the **Personnel** tab.

Step 8: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.3.5.7 Phase – Materials Tab

The **Materials** tab provides users the ability to input the materials for a new course. The fields on the **Materials** tab of the **Phase** property sheet are illustrated in Figure 3-26.

Material Item:	Adj Mtrl Qty:	Adj Stu Ratio Qty:	Adj Stu Qty:	Adj Misc Qty:	Adj Distance:	Adj Duration:
EE0048-ENGINE ASSEMB	5	8	5	5	5	5

Figure 3-26: Phase Property Sheet – Materials Tab

To input **Materials** Phase information:

Step 1: Access the **Phase** property sheet (see Section 3.3.5).

Step 2: Click the **Materials** tab.

Step 3: Select the desired **Lesson** from the drop-down list.

Step 4: The **Actual Qty** is automatically updated and cannot be modified.

Step 5: The user can modify the data in the **Material Item** field, if necessary.

Step 6: Use the spin list to modify the **Adjusted Material Quantity (Adj Mtrl Qty)**, if necessary.

- Step 7:** Modify the *Adjusted Student Ratio Quantity (Adj Stu Ratio Qy)*, if necessary.
- Step 8:** Use the spin list to modify the *Adjusted Student Quantity (Adj Stu Qy)*, if necessary.
- Step 9:** Use the spin list to modify the *Adjusted Miscellaneous Quantity (Adj Misc Qy)*, if necessary.
- Step 10:** Use the spin list to modify the *Adjusted Distance (Adj Distance)*, if necessary.
- Step 11:** Use the spin list to modify the *Adjusted Duration (Adj Duration)*, if necessary.
- Step 12:** Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.3.5.8 Phase – Facilities Tab

The **Facilities** tab provides users with the ability to input the type of facility required for the phase. The fields on the **Facilities** tab of the *Phase* property sheet are illustrated in Figure 3-27.

Facility:	Adjusted Hours:	Adjusted Quantity:
CLASSROOM, GEN PURPOSE, 1200SF, 100PN	1	2
CLASSROOM, GEN PURPOSE, 1200SF, 100PN	2	4

Figure 3-27: Phase Property Sheet – Facilities Tab

To input **Facilities** Phase information:

Step 1: Access the **Phase** property sheet (see Section 3.3.5).

Step 2: Click the **Facilities** tab.

Step 3: Select the desired **Lesson** from the drop-down list.

The **Actual Qy** field is automatically updated.

Step 4: Modify the **Facility** field, if necessary.

Step 5: Use the spin list to modify the **Adjusted Hours**, if necessary.

Step 6: Use the spin list to modify the **Adjusted Quantity**, if necessary.

Step 7: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.3.6 Create a New Training Module

A Training Module is a collection of lessons and is associated with an individual school. The fields on the **Training Module** property sheet are illustrated in Figure 3-28.


The screenshot shows a Windows-style dialog box titled "New Module". It has a single tab labeled "Training Module". Inside the dialog, there is a "Module" section with a folder icon and the following fields: "Module Type" (a spin list), "Fiscal Year" (a dropdown menu showing "1998"), "Module Identifier" (a text box), "Module Name" (a text box), and "School Name" (a dropdown menu showing "ARMOR SCH, FT KNOX, KY"). Below this is a "Text" section with two text boxes: "Purpose Text" and "Remark Text", each preceded by a small document icon. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

Figure 3-28: Module Property Sheet

To create a new training module:

Step 1: Choose **View → Course Management**.

Step 2: Highlight the desired phase.

Step 3: Click the **New Module** button located on the SheetBar. 

The **New Module** property sheet will appear (see Figure 3-28).

Step 4: Use the spin list to select the **Module Type** {e.g.; **T** (Training), **M** (Mandatory), **A** (Administrative)}.

Step 5: Select the **Fiscal Year** of the module from the drop-down list.

Step 6: Enter the **Module Identifier** in the text box.

Step 7: Enter the **Module Name** in the text box.

Step 8: Select the **School Name** to which the module will be assigned.

NOTE: The user must click the **Apply** button to save the selected data before the **Purpose Text** and **Remark Text** buttons will become active.

Step 9: Click the **Purpose Text** button.

A blank text pad will appear.

Step 10: Enter the desired information in the text pad.

Step 11: Save the information using the **File → Save** option.

Step 12: Close the text pad to return to the **Course Management** window.

NOTE: The property sheet will be minimized at the bottom of the screen. To display the property sheet, click on the property sheet name.

Step 13: Click the **Remark Text** button.

A blank text pad will appear.

Step 14: Enter the desired information in the text pad.

Step 15: Save the information using the **File → Save** option.

Step 16: Close the text pad to return to the **Course Management** window.

NOTE: *The property sheet will be minimized at the bottom of the screen. To display the property sheet, click on the property sheet name.*

Step 17: Click the **Apply** button to save the data.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.3.6.1 Delete a Training Module

A user can **Delete** a training module from a phase. Any lesson that is attached to the module to be deleted will also be deleted; as well as, any classes associated with the module. To use this function, highlight the module to be deleted. Select the **Delete** option from the **Edit** menu. A **Delete** message will appear, "**You are about to delete a Module. All references to Lessons that were attached to this module will be removed. In addition, all classes that are referenced by this Module will be affected. Are you sure you want to delete this Module?**". Select **Yes** to delete the module or **No** to close the delete dialog box without deleting the module.

3.3.7 New Lesson Wizard

The **New Lesson Wizard** allows a user to create a new lesson, associating the lesson to a course module. The **New Lesson Wizard** guides the user through an easy-to-use set of instructions, separated by individual screens, to attach a new or preexisting lesson to a module.

When the **New Lesson** button is selected, a **New Lesson Wizard** screen appears (see Figure 3-29). There are two New Lesson Options that appear on the screen:

- *Select an existing lesson from a pick list.*
- *Use a blank lesson property window.*

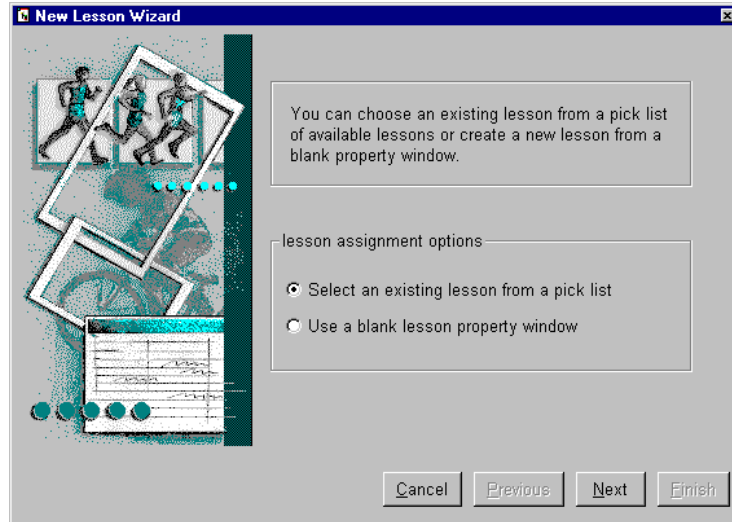


Figure 3-29: New Lesson Wizard

3.3.7.1 Attach an Existing Lesson to a Module

To attach an existing lesson to a course module:

Step 1: Choose **View → Course Management**.

Step 2: Highlight the desired training module to which the lesson is to be added.

Step 3: Click the **New Lesson** button. 

A **New Lesson Wizard** screen appears.

Step 4: Choose “**Select an existing lesson from a pick list**.”

Step 5: Click the **Next** button.

A window of existing lessons appears (see Figure 3-30). The following attributes are displayed: **Lesson Name**, **Version**, and **Release Version**.

NOTE: At this point in the wizard and throughout the following screens, the user can click the **Previous** button to return to and modify previous screens, or click the **Cancel** button to close the wizard without making any changes.

Step 6: Select the desired lesson from the pick list.

Step 7: Click the **Finish** button.

Step 8: The new lesson will display on the right side of the **Course Management** window.

NOTE: When a lesson is created in the **Lesson Management**, and once the lesson is attached to a course module, activate the **Course Management** view. Open the **Adjustment** tab on the **Lesson** property sheet to select a **Technique of Delivery** with hours.

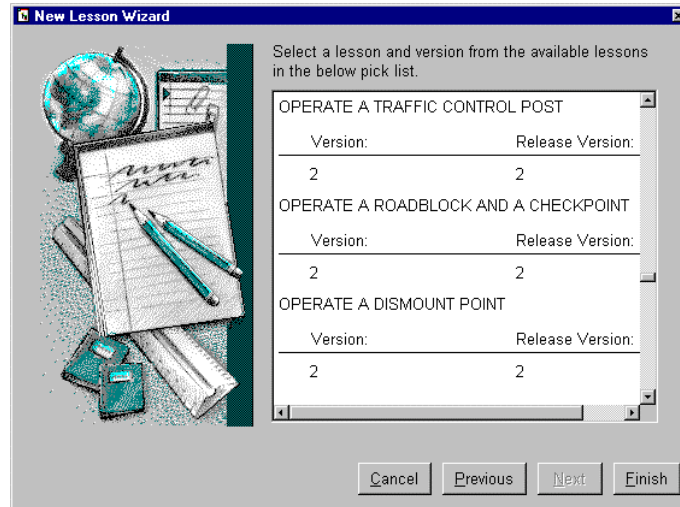


Figure 3-30: New Lesson Wizard Screen

3.3.7.2 Create a New Lesson For a Course Module

To create a new lesson for a course module:

Step 1: Choose **View → Course Management**.

Step 2: Highlight the desired training module to which the lesson is to be added.

Step 3: Click the **New Lesson** button. 

A **New Lesson Wizard** screen appears.

Step 4: Choose “**Use a blank lesson property window.**”

Step 5: Click the **Finish** button.

A **New Lesson** property sheet will appear (see Figure 3-31) with the following four tabs: **Lesson**, **Text**, **Task**, and **Adjustments**.

Step 6: Fill in the data fields on the **Lesson** property sheet.

Step 7: Select the **Lesson** tab.

Please see Section 3.4.2.1 for the **Lesson** tab property fields for adding a new lesson.

Step 8: Select the **Text** tab.

Please see Section 3.4.2.2 for the **Text** tab property fields for adding a new lesson.

Step 9: Select the **Task** tab.

Please see Section 3.4.2.3 for the **Task** tab property fields for adding a new lesson.

Step 10: Select the **Adjustments** tab.

*NOTE: The **Adjustments** tab is only available when viewing a Lesson in the **Course Management** view.*

Step 11: Use the spin list to select the **Lesson Sequence**.

Step 12: Select one **Delivery Technique** from the drop-down list, either: **Correspondence**, **Video Film**, **Field trip**, **Group-paced Instruction**, **Interactive Courseware (ICW)**, **Individualized, self-paced Instruction**, **Peer Instruction**, **Small Group Instruction (SGI)**, **Simulation**, **Simulator**, **Training Aids**, **TADSS**, **Video tape**, **Television**, **Video teletraining**, **Viewgraphs**, **Equipment**, **Technical Manual**, or **Print**.

Step 13: Use the spin list to select the **Adjusted Hours by Delivery Technique**.

Step 14: Enter the **Transition Statement** in the text box provided.

Step 15: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

The screenshot shows a Windows-style dialog box titled "Properties for: DETERMINE AZIMUTHS". It has four tabs: "Lesson", "Text", "Task", and "Adjustments". The "Adjustments" tab is currently selected. Inside the dialog, there is a "Lesson Sequence:" label followed by a text box with a small dropdown arrow. Below this is an "Adjustments" section containing two items: "Delivery Technique:" followed by a dropdown menu, and "Adjusted Hours by Delivery Technique :" followed by a text box with a small dropdown arrow. At the bottom of the dialog is a "Transition Statement:" label followed by a large, empty text area. At the very bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

Figure 3-31: New Lesson Wizard Property Screen

3.3.8 Attaching an Existing Course to an Existing School

To attach an existing course to an existing school:

Step 1: In the **Course Management** view, select the **Phase** of the course that is to be attached to the school.

Step 2: Right-click on the **Course Phase**, from the drop-down menu, and choose **Properties**.

This will open the **Course Phase** property sheet.

Step 3: Click the **Locations** tab of the **Phase** property sheet.

Step 4: Click the **Insert** button.

Step 5: From the drop-down menu, choose the desired **School**.

Step 6: From the drop-down menu, choose the desired **Fiscal Year**.

Step 7: Click the **Apply** button to save the data and insert another school.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

Step 8: Click the **New View** button.

Step 9: Choose **View → Class Management**.

Step 10: Display the windows so both the **Course Management** and **Class Management** views are visible.

NOTE: **Class Management** should be the active view. See Section 2.5.2.3 for more details on multiple views.

Step 11: Highlight the desired school.

Step 12: Select the **New Class** icon from the SheetBar.

Step 13: Select the **Formal Military School** where the class is to be located.

Click the **Next** button.

Step 14: Select the desired course from the list of courses scheduled at the previously selected school.

Click the **Next** button.

NOTE: The **Delivery Group**, **Phase**, **Fiscal Year**, and **Class Number** fields are complete, but the data can be modified if necessary.

Step 15: Enter the **Projected Enrollment** and the **Class Duration** (Start and End dates).

Step 16: Click the **Finish** button.

3.3.9 Find – Course Management

The **Find** option provides a user the ability to search through **Course Names**, **Delivery Groups**, **Course Phases**, and **Course Modules** for requested data. To use this function, select **Find** from the **Edit** menu. A **Find Item** property sheet will appear (see Figure 3-32).

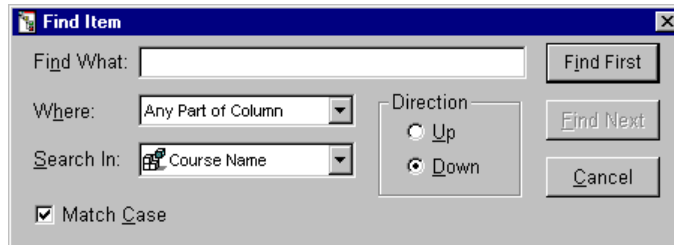


Figure 3-32: Find Item (Course Management)

To locate an item in the database:

- Step 1:** Select **Edit → Find**.
 - Step 2:** Fill in the **Find What** text box with the data to be used for the search.
 - Step 3:** Select where the search data should match from the **Where** drop-down list. The user can select from the following three options: **Any Part of Column**, **Match Whole Column**, or **Start of Column**.
 - Step 4:** Select where to search for the data from the **Search In** drop-down list. The user can select from the options: **Course Name**, **Delivery Group**, **Course Phase**, and **Course Module**.
 - Step 5:** Select the **Direction** of the search. Choose **Up** to search from bottom to top or **Down** to search top to bottom.
 - Step 6:** Select the **Match Case** box to restrict the search to data that matches the case of the **Find What** data. Deselect the **Match Case** box to search the data regardless of the case. A check mark indicates the **Match Case** has been activated.
 - Step 7:** Click the **Find First** button to find the first item to match the **Find What** data.
 - Step 8:** Click the **Find Next** button to find the next item to match the **Find What** data.
- NOTE:** The user can change the **Direction** of the search to return to a previously displayed item.
- Step 9:** Click the **Cancel** button to cancel the search and return to the **Course Management** window.

3.4 Lesson Management View

This section explains the development of lessons that are primarily used by instructors and subject matter specialists to develop course material. The **Lesson Management** view has two components:

- Lesson objectives.
- Learning steps.

The **Lesson Management** hierarchy view is: **Lesson Name** → **Learning Objective** → **Learning Steps**.


The user can view the many different levels of **Lesson Management** data by double-clicking on the icon to the left of the level name.

The SheetBar buttons available in the **Lesson Management** section are:



The **Lesson Management** view picks up where the **Course Management** view stops, at the lesson. Lessons are made up of learning objectives, which are made up of learning steps. Like the **Course Management** view, subject matter specialists developing course material will be the primary user of the **Lesson Management** view. Lessons are derived from tasks. A lesson can resolve the requirement for many tasks, or a task can be resolved by many lessons. This relationship between lessons and tasks is resolved by the developer, as necessary, according to physical constraints.

3.4.1 Create a New Lesson

Clicking the **New Lesson** button  on the SheetBar will bring up a blank **Lesson** property sheet. Fill in the information on all of the tabs of the **Lesson** property sheet. **Lesson** tab information must be saved to the database, using the **Apply** button, before any other information can be entered. See Section 3.4.2.1 through Section 3.4.2.3 for information on the **Lesson** property sheet tabs.

3.4.2 Lesson Property Fields

The **Lesson** property sheet has three tabs: **Lesson**, **Text**, and **Task**. This property sheet allows the user to enter all of the information specific to a lesson. Users with the appropriate privileges can modify this information as necessary. To access Lesson information:

Step 1: Choose **View** → **Lesson Management**.

Step 2: Select the desired lesson.

Step 3: Choose **Edit** → **Properties**.

3.4.2.1 Lesson Property Sheet – Lesson Tab

The **Lesson** tab allows the user to input the necessary information about the overall Lesson. The fields on the **Lesson** tab of the **Lesson** property sheet are illustrated in Figure 3-33.

The screenshot shows a Windows-style dialog box titled "Properties for: 2 Mile Run APFT 1984". It contains three tabs: "Lesson", "Text", and "Task". The "Lesson" tab is selected. The form fields are as follows:

- Lesson ID: 2722
- Version: 1
- Lesson Name: 2 Mile Run APFT 1984
- Point of Contact: (empty text box)
- Effective Date: 0000-00 (with a calendar icon)
- Formal Military School ID: ALMC (dropdown menu)
- Mgmt. Category: RESIDENT (dropdown menu)
- Foreign Disclosure Type: RESTRICTED INFORMATION (dropdown menu)
- Foreign Disclosure Level: FD1. This course is releasable to s (dropdown menu)
- Risk Assessment Level: Low (dropdown menu)
- Elective Indicator: Yes (radio button), No (radio button)
- Credit Hours: (empty text box)

At the bottom right are three buttons: OK, Cancel, and Apply.

Figure 3-33: Lesson Property Sheet – Lesson Tab

To edit lesson data:

- Step 1:* Access the **Lesson** property sheet (see Section 3.4.2).
- Step 2:* Select the **Lesson** tab, if necessary.
- Step 3:* Enter the **Lesson ID**.
- Step 4:* The **Version** is already filled in and cannot be modified.
- Step 5:* Enter the **Lesson Name** of the training lesson.
- Step 6:* Enter the **Point of Contact** responsible for the lesson.
- Step 7:* Use the spin list to select the **Effective Date** (yyyy-mm-dd) when the lesson becomes effective.
- Step 8:* Choose the **Formal Military School ID** from the drop-down list.

Step 9: Choose the **Mgmt Category** from the drop-down list, either: **Active Duty for Training**, **Distance Learning**, **Inactive Duty for Training**, **Resident**, or **Mobilization**.

Step 10: Choose the **Foreign Disclosure Type** option: **C** (Course) or **P** (Product).

Step 11: Modify the **Foreign Disclosure Level** associated with the disclosure type, if necessary.

Step 12: Choose the **Risk Assessment Level** from the drop-down list, either: **Low**, **Medium**, or **High**.

Step 13: Select **Yes** or **No** for the **Elective Indicator** to show the lesson is a training elective.

Step 14: Use the spin list to enter the number of **Credit Hours** earned for this lesson.

Step 15: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.4.2.2 Lesson Property Sheet – Text Tab

The **Text** tab of the **Lesson** property sheet has several folders that allow a user to add or modify text related to the topics (see Figure 3-34). For example, all information relating to assignments that a student would need to prepare for a particular lesson could be added in the **Student Assignments** folder. The folder topics are:

- **Design Decision**
- **Environmental Consideration**
- **Evaluation**
- **Feedback Requirement**
- **Instructional Guidance**
- **Instructional Lead-IN**
- **Instructional Material**
- **Instructor Requirement**
- **Motivator**
- **Remark**
- **Risk Assessment**
- **Safety Requirement**
- **Student Assignments**
- **Student Material**
- **Summary**
- **Testing Requirement**

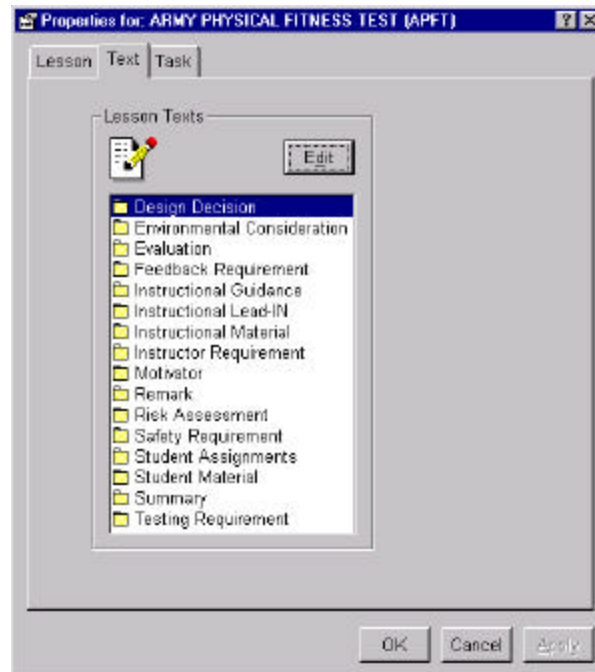


Figure 3-34: Lesson Property Sheet – Text Tab

To edit Text folder data:

Step 1: Access the **Lesson** property sheet (see Section 3.4.2).

Step 2: Choose the **Text** tab of the sheet.

NOTE: When creating a new lesson, all **Lesson** tab information must be filled in and saved, using the **Apply** button, before any other information can be entered; otherwise, an error message will appear.

Step 3: Highlight the desired folder and click the **Edit** button.

A blank text pad will appear.

Step 4: Enter the desired information in the text pad.

Step 5: Save the information using the **File → Save** option.

Step 6: Close the text pad.

NOTE: The property sheet will be minimized at the bottom of the screen. To display the property sheet, click on the property sheet name.

Step 7: Repeat Steps 3 through 6 for each folder that is to be edited.

Step 8: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

If the user tries to close the text pad before the data has been saved, the following message appears: “**Modifications will be lost. Would you like to save your changes?**”. The user must choose **Yes** or **No**. Click the **Yes** button to save the data in the text file.


3.4.2.3 Lesson Property Sheet – Task Tab


The **Task** tab (Figure 3-35) of the **Lesson** property sheet allows a user to add specific tasks to a lesson. Assigning specific tasks helps the instructor narrow the lesson topic into more focused areas. To assign a Task to a lesson:

Step 1: Access the **Lesson** property sheet (see Section 3.4.2).

Step 2: Choose the **Task** tab.

Step 3: Highlight the desired available task(s) in the **Available Tasks** column.

Step 4: Click the  button to assign the task(s) to the lesson by moving it to the **Assign to Lesson** column.

Step 5: If an error was made in adding tasks, simply highlight the unwanted Task(s) in the right column and click on the  button to remove that task.

Step 6: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

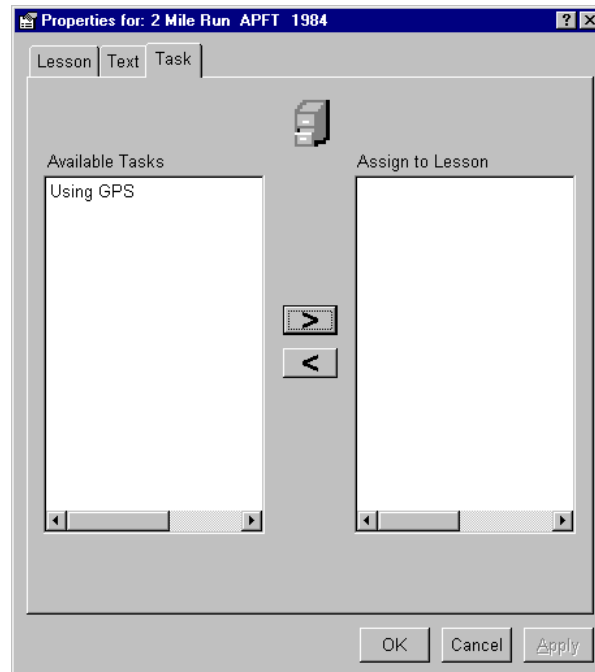


Figure 3-35: Lesson Property Sheet – Task Tab

3.4.2.3.1 Delete a Lesson

To delete a lesson, highlight the lesson to be deleted and select **Delete** from the **Edit** menu. A **Delete** dialog box will appear asking, “*You are about to delete a lesson. This will also delete all Learning Objectives and Step records associating with this lesson. Are you sure you want to delete this Lesson?*”. Click the **Yes** button to delete the lesson. Click the **No** button to return to the **Lesson Management** window without deleting the lesson.

3.4.3 Create a New Task

The **Task** tool allows a user to create new tasks and maintain the tasks currently available within the **Lesson Task** tab (see Figure 3-35). The changes made within the **Lesson Task Maintenance** dialog box will automatically update data in the **Lesson Task** tab. The **Lesson Management** view must be active to access the **Task** tool. To use this function, select **Task** from the **Tools** menu located on the main menu bar. The **Lesson Task Maintenance** dialog box (Figure 3-36) will appear. To create a new task:

Step 1: Select **View → Lesson Management**.

Step 2: Select **Tools → Task**.

The **Lesson Task Maintenance** dialog box will appear.

Step 3: Select **Edit → Insert**.

Step 4: Fill in the data fields on the **Lesson Task Maintenance** dialog box.

Step 5: Enter the **Task ID**.

NOTE: The user will need to research the Task ID, which is available in ASAT.

Step 6: Select the **Parent Task Name** from the drop-down list.

Step 7: Enter the **School Code**.

Step 8: Enter the **Combat Function ID**.

Step 9: Enter the **Method of Training** used to teach the task.

Step 10: Use the spin list to enter the **Status** code.

Step 11: Use the spin list to enter the Mission-Oriented Protective Posture (**Mopp**) **Code** to indicate the level of protective equipment required.

Step 12: Use the spin list to enter the **Night Vision Code** to indicate if night vision equipment is required.

Step 13: Enter the **Task Name**.

Step 14: Enter the **Task Verb Name**.

Step 15: Enter the name of the person the task was **Proposed by** in the text box.

Step 16: Use the spin list to enter the **Training Time** for the task.

Step 17: Use the spin list to select the **Approval Date** when the task becomes approved (yyyy-mm-dd).

Step 18: Use the spin list to select the **Obsolete Date** when a task becomes obsolete (yyyy-mm-dd).

Step 19: Enter the **Proponent Person ID**.


Step 20: Enter the Table of Distribution and Allowance (**TDA**) **ID**.

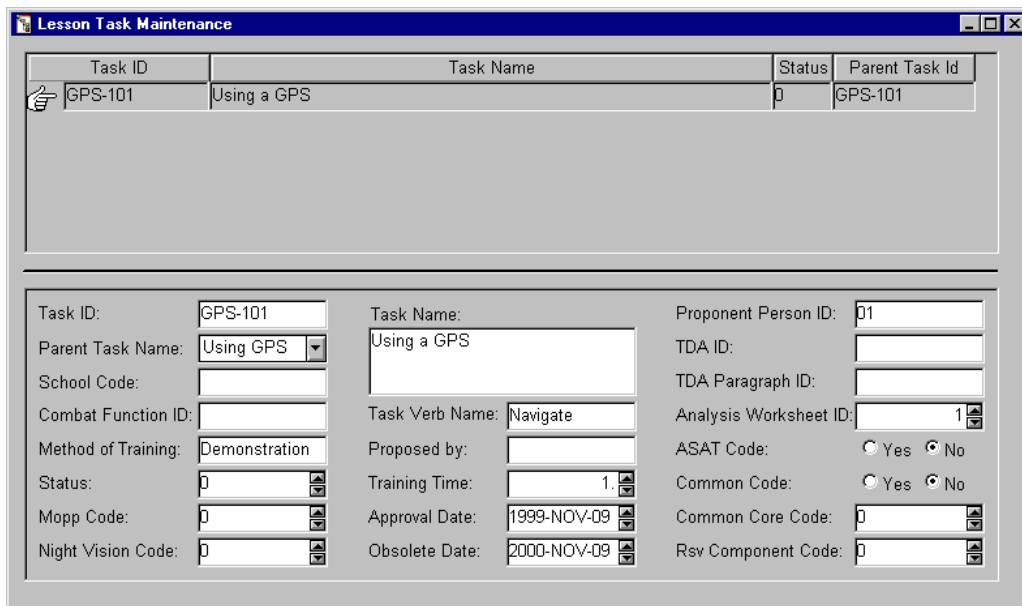
Step 21: Enter the **TDA Paragraph ID**.

Step 22: Use the spin list to enter the task **Analysis Worksheet ID**.

Step 23: Select **Yes** or **No** for the **ASAT Code** to indicate if the task originated in Automated Systems Approach to Training (ASAT) .

Step 24: Select **Yes** or **No** for the **Common Code**.

- Step 25:** Use the spin list to enter the **Common Core Code** to indicate if the task is a common task.
- Step 26:** Use the spin list to enter the **Rsv Component Code** to indicate if a task is for a reserve component.
- Step 27:** Click the **Close** button on the upper right hand corner of the window. 
- Step 28:** A prompt will appear asking, “**Changes have been made. Do you want to save?**”.
- Step 29:** Click the **OK** button to save the newly created task.



Task ID	Task Name	Status	Parent Task Id
GPS-101	Using a GPS	0	GPS-101

Task ID:	GPS-101	Task Name:	Using a GPS	Proponent Person ID:	01
Parent Task Name:	Using GPS			TDA ID:	
School Code:				TDA Paragraph ID:	
Combat Function ID:		Task Verb Name:	Navigate	Analysis Worksheet ID:	1
Method of Training:	Demonstration	Proposed by:		ASAT Code:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Status:	0	Training Time:	1	Common Code:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Mopp Code:	0	Approval Date:	1999-NOV-09	Common Core Code:	0
Night Vision Code:	0	Obsolete Date:	2000-NOV-09	Rsv Component Code:	0

Figure 3-36: Create or Modify Task Attributes

3.4.3.1 Delete a Task

A user can delete a task from the **Lesson Task Maintenance** dialog box. Any task that is deleted from the **Lesson Task Maintenance** dialog box will be deleted from the **Task** tab as well. To use this function, select the task to be deleted. Select the **Delete** option from the **Edit** menu. The selected task has now been deleted.


3.4.4 Create a New Learning Objective

To create a new Learning Objective:

- Step 1:** Choose **View → Lesson Management**.

Step 2: Double-click on each level name to expand the hierarchy levels until the lessons are displayed.

Step 3: Select the desired lesson.

Step 4: Click the **New Learning Objective** button. 

A **Learning Objective** property sheet will appear.

Step 5: Fill in the information for the **Learning Objective** and **Text** tabs.

3.4.5 Learning Objective Property Fields

The **Learning Objective** property sheet has two tabs: **Learning Objective** and **Text**. To access the **Learning Objective** property sheet:

Step 1: Choose **View → Lesson Management**.

Step 2: Double-click on each level name to expand all data levels of the hierarchy.

Step 3: Select the desired lesson objective.

Step 4: Select **Edit → Properties**.

3.4.5.1 Learning Objective Property Sheet – Learning Objective Tab

The following graphic (Figure 3-37) illustrates the fields on the **Learning Objective** tab of the **Learning Objective** property sheet.

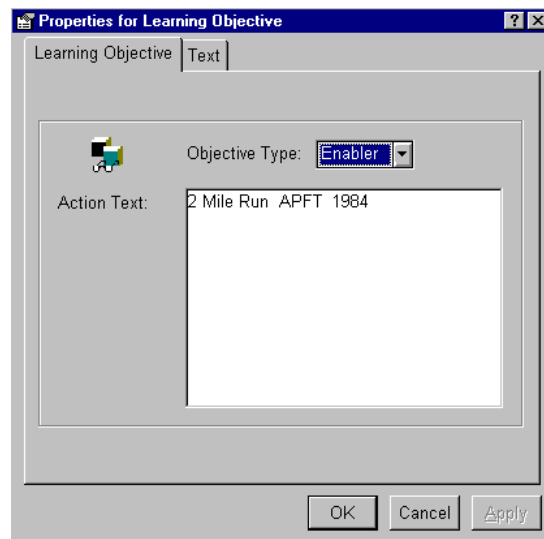


Figure 3-37: Learning Objective Property Sheet

To edit Learning Objective data:

Step 1: Access the **Lesson** property sheet (see Section 3.4.5).

Step 2: Select the **Learning Objective** tab, if necessary.

Step 3: Enter the **Objective Type: Enabler** (optional) or **Terminal** (mandatory).

***NOTE:** The user must attach at least one terminal objective per lesson.*

Step 4: Enter the **Action Text** (what the instructor wants the student to do) used to describe the learning objective.

Step 5: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.4.5.2 Learning Objective Property Sheet – Text Tab

The **Text** tab of the **Learning Objectives** property sheet has three folders that allow a user to add or modify text related to these topics. Double-clicking on the folder will retrieve a blank text pad to edit or modify related data. The folder topics are:

- **Check-ON-Learning** – ask questions to ensure student comprehension of the information.
- **Learning Condition** – what the student is given to perform the task.
- **Standard** – how well the student must perform the task to meet the objective.

To edit text folder data:

Step 1: Access the **Lesson** property sheet (see Section 3.4.5).

Step 2: Select the **Text** tab.

Step 3: Highlight the desired step folder and click the **Edit** button.

A blank text pad will appear.

Step 4: Enter the desired information in the text pad.

Step 5: Save the information using the **File → Save** option.

Step 6: Close the text pad.

If the user tries to close the text pad before the data has been saved, the following message appears: “**Modifications will be lost. Would you like to save your changes?**”. The user must choose **Yes** or **No**. Click the **Yes** button to save the data in the text file. The user will be able to save and store the file as desired.

3.4.5.3 Delete a Learning Objective

To delete a learning objective, select **View → Lesson Management**. Double-click on each level name to expand all data levels of the hierarchy. See Section 2.5.2.2 for more details. Highlight the learning objective to be deleted and select **Delete** from the **Edit** menu. A **Delete** dialog box will appear asking, “**You are about to delete a Learning Objective. This will delete any records associating with this learning objective. Are you sure you want to delete this Learning Objective?**”. Click the **Yes** button to delete the **Learning Objective**. Click the **No** button to return to the **Lesson Management** window without deleting the **Learning Objective**.

3.4.6 Create a New Learning Step

A **Learning Step**, the smallest unit of instruction, is associated with the resources necessary to instruct its content to the student. Resources are either: personnel, places, or things. The cost estimate for teaching a course is determined by multiplying the cost of resources listed in the **Lesson Management** view by the number of students attending the course. To create a new learning step:

Step 1: Choose **View → Lesson Management**.

Step 2: Double-click on each level name to expand all the hierarchy levels.

Step 3: Choose the desired **Learning Objective**.

Step 4: Click the **New Learning Step** button. 

Fill in the information for the **Steps**, **Text**, **Resources**, and **Exercise/Test** tabs.

3.4.7 Learning Step Property Fields

The *Learning Step* property sheet has four tabs: **Steps**, **Text**, **Resources**, and **Exercise/Test**. To access a *Learning Step* property sheet:

Step 1: Choose **View** → *Lesson Management*.

Step 2: Double-click on each level name to expand all data levels of the hierarchy until the learning steps are displayed.

Step 3: Select the desired learning step.

Step 4: Select **Edit** → *Properties*.

3.4.7.1 Learning Step Property Sheet – Steps Tab

The following list and graphic (Figure 3-38) illustrate and define the attributes of the *Learning Step* property sheet.

The screenshot shows a Windows-style dialog box titled "Properties for: Hand Grenade". It has four tabs: "Steps", "Text", "Resources", and "Exercise/Test", with "Steps" currently selected. The dialog contains several fields and controls:

- Learning Step Sequence:** A text box containing the number "13" with a small up/down arrow icon to its right.
- Time Category:** A dropdown menu showing "Academic".
- Security Clearance Type:** A dropdown menu showing "CONFIDENTIAL".
- Security Classification:** A dropdown menu showing "Confidential Restricted Data".
- Method of Instruction:** A dropdown menu showing "Practical Exercise (Performance)".
- Delivery Technique:** A dropdown menu showing "Small Group Instruction (SGI)".
- Step Title:** A text box containing "Hand Grenade".
- Mandatory:** Two radio buttons, "Yes" and "No", with "No" selected.
- No. of Groups:** A text box containing "40" with a small up/down arrow icon to its right.
- No. of Instructors per Group:** A text box containing "4" with a small up/down arrow icon to its right.
- Duration:** A text box containing "2" with a small up/down arrow icon to its right.
- At the bottom right are three buttons: "OK", "Cancel", and "Apply".

Figure 3-38: Learning Step Property Sheet – Steps Tab

To edit learning steps:

Step 1: Access the *Learning Step* property sheet (see Section 3.4.7).

Step 2: Select the **Steps** tab.

Step 3: The *Learning Step Sequence* number is already filled in, but can be modified.

- Step 4:** Choose one option from the *Time Category* drop-down list: *Academic, In-Processing, Out-Processing, Physical Fitness Training, Open Time, Guard Detail, Commandant Time*, or *Other*.
- Step 5:** Choose one option from the *Security Clearance Type* drop-down list: *Top Secret, Secret, Confidential, No Classification*, or *Unclassified*. The *Security Classifications* field is automatically updated when a security clearance type is selected, but can be modified.
- Step 6:** Choose one option from the *Security Classifications* drop-down list. The available selections will vary depending on the *Security Clearance Type* selected. For *Unclassified* the only option is *Unclassified*. For *No Classification* the only option is *No Clearance Required*. For *Confidential, Secret*, and *Top Secret* the options are: *Formerly Restricted Data, Not Releasable to Foreign Nationals, Restricted Data*, and *Special Compartmented Data*.
- Step 7:** Choose one option from the *Method of Instruction* (MOI) drop-down list: *Brainstorming, Conference/Discussion, Demonstration, Demonstration/Practical Exercise, Panel Discussion, Practical Exercise (Performance), Practical Exercise (Written), Role Playing, Seminar, Student Panel, Test*, and *Test Review*.
- NOTE: If Test or Practical Exercise (Performances) is not selected for the Method of Instruction, the Exercise/Test tab will not provide any data fields.*
- Step 8:** Choose one option from the *Delivery Technique* drop-down list. The available options will vary depending on the MOI chosen.
- Step 9:** Enter the *Step Title*.
- Step 10:** Select *Yes* or *No* to indicate if the learning step is *Mandatory*.
- Step 11:** Use the spin list to select the total number of students in a group in the *No. of Students per Group* field.
- Step 12:** Use the spin list to select the total of number of instructors needed per group in the *No. of Instructors per Group* field.
- Step 13:** Use the spin list to select the length of the learning step in the *Number of Hours* field.

Step 14: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.4.7.2 Learning Step Property Sheet – Text Tab

The **Text** tab of the **Learning Step** property sheet (see Figure 3-39) has three folders that allow a user to add or modify text related to the topics. Double-clicking on the folder will retrieve a document associated with that topic. The three folders are:

- **Check-ON-Learning**
- **Security**
- **Training Lesson Learning Step**

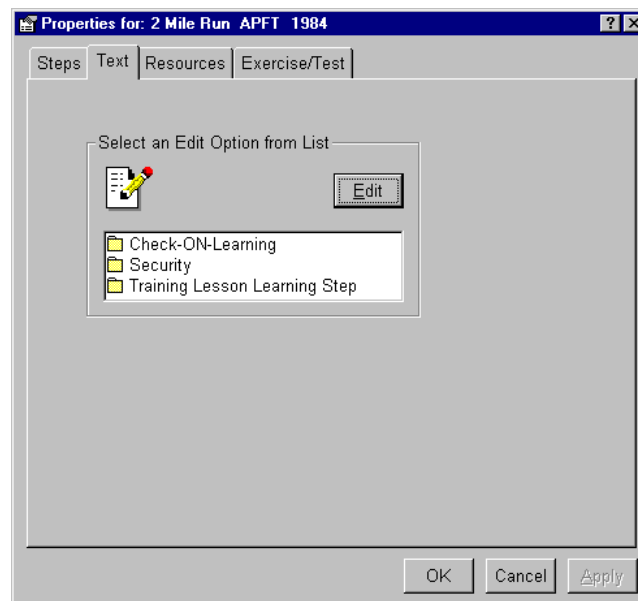


Figure 3-39: Learning Step Property Sheet – Text Tab

To add or edit data in these folders:

Step 1: Access the **Learning Step** property sheet (see Section 3.4.7).

Step 2: Select the **Text** tab.

Step 3: Highlight the desired folder and click the **Edit** button.

A blank text pad will appear.

Step 4: Enter the desired information in the text pad.

Step 5: Save the information using the **File → Save** option.

Step 6: Close the text pad.

Step 7: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

If the user tries to close the text pad before the data has been saved, the following message appears: “**Modifications will be lost. Would you like to save your changes?**”. The user must choose **Yes** or **No**. Click the **Yes** button to save the data in the text file. The user will be able to save and store the file as desired. The data can be viewed when the folder is opened.

3.4.7.3 Learning Step Property Sheet – Resources Tab

The **Resources** tab of the **Learning Step** property sheet allows a user to specify the necessary resources needed to teach a learning step, either: personnel, place or material. Each option will provide the user with a different set of data fields to fill out. Only one record is permitted per category per learning step. The data within the record can be modified, but the user will not be able to create two records under the same category within the same learning step. The fields of the **Resource** tab (Figure 3-40) of the **Learning Step** property sheet are described below:

Category	The type of resource to be assigned to the learning step.
	<ul style="list-style-type: none">• DODIC AMMUNITION• EQUIPMENT• FACILITY• INSTRUCTOR TYPE• SUPPORT PERSONNEL• TRAINING AIDS, DEVICES, SIMULATORS, AND SIMULATIONS

DODIC Ammunition, Equipment, and Training Aids, Devices, Simulators, and Simulations use the following fields:

Material	The type of required material.
Support	The resource is supported by the organization (<i>Yes</i> or <i>No</i>).
Remark	Textual information required by other entries or as desired by the course developer.
Material Quantity	The amount of materials required.
Student Quantity	The number of students performing the learning step.
Miscellaneous QTY	The portion of the overall resource quantity that does not apply to the student.
STU/MAT Ratio	The ratio of material items to students (i.e., two pencils per student).
OP Tempo Miles	The operations tempo of a major end item measured in miles.
OP Tempo Hours	The operations tempo of a major end item measured in hours.

Facility uses the following fields:

Resource QTY	The quantity of a particular resource required for the learning step.
Remark	Textual information required by other entries or as desired by the course developer.
Support	The resource is supported by the organization (<i>Yes</i> or <i>No</i>).
Facility Category	The type of facility required for the learning step.
Total QTY Hours	The total number of hours the facility will be needed for the learning step.

Instructor Type and ***Support Personnel*** use the following fields:

Resource Quantity	The quantity of a particular resource required for the learning step.
Support	The resource is supported by the organization (<i>Yes</i> or <i>No</i>).

Remark	Textual information required by other entries or as desired by the course developer.
Person Rank	The required rank the instructor must have in order to teach the learning step.
Military School	The military school where the instructor is from.
Mand. Military	Indicates if the instructor must be military personnel.
Special Qualifications	Textual information required by other entries or as desired by the user.

3.4.7.3.1 Assign Resources to a Learning Step

To assign resources to a learning step:

Step 1: Access the **Learning Step** property sheet (see Section 3.4.7).

Step 2: Select the **Resources** tab.

Step 3: Select a resource **Category** from the drop-down list.

NOTE: The resource categories fall into three main categories: **Material**, **Place**, and **Person**. Each of the three main categories requires different data. Therefore, the data fields displayed on the **Resources** tab will vary depending on which resource **Category** is selected.

If selecting **DODIC – Ammunition, Equipment, or Training Aids, Devices, Simulators, and Simulations**, use the following steps:

Step 1: Select the **Material** from the drop-down list.

The rest of the data fields will appear.

Step 2: Next to the **Support** label, select either **Yes** or **No** to indicate if the resource is supported by the organization.

Step 3: Enter any necessary textual information in the **Remark** text box.

Step 4: Use the spin list to enter the number of materials required to perform the learning step in the **Material QTY** field.

Step 5: Use the spin list to select the number of students performing the learning step in the **Student QTY** field.

Step 6: Use the spin list to select the Miscellaneous Quantity (**MISC QTY**).

Step 7: Enter the ratio of students to materials in the **STU/MAT Ratio** field.

Step 8: Use the spin list to select the **OP Tempo Miles**.

Step 9: Use the spin list to select the **OP Tempo Hours**.

If selecting **Facility**, use the following steps:

Step 1: Use the spin list to select the **Resource Quantity** required for the learning step.

Step 2: Enter any necessary textual information in the **Remark** text box.

Step 3: Next to the **Support** label, select either **Yes** or **No** to indicate if the resource is supported by the organization.

Step 4: Select the type of facility from the **Facility Category** drop-down list.

Step 5: Use the spin list to select the total quantity of hours the facility will be needed for the learning step in the **Total QTY Hours** field.

If selecting **Instructor Type** or **Support Personnel**, use the following steps:

Step 1: Use the spin list to select the **Resource Quantity** required for the learning step.

Step 2: Next to the **Support** label, select either **Yes** or **No** to indicate if the resource is supported by the organization.

Step 3: Enter any textual information in the **Remark** text box.

Step 4: Select the **Person Rank** from the drop-down list.

Step 5: Select the **Military School** from the drop-down list.

Step 6: Select **Yes** or **No** to indicate if the instructor must be military personnel in the **Mandatory Military** field.

Step 7: Enter any related textual information in the **Special Qualifications** text box.

Step 6: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

Figure 3-40: Learning Step Property Sheet – Resources Tab

NOTE: *Person, Material, and Place information must be entered in the Learning Step Resource tab so that the information will populate associated fields in the Course Management Phase property sheet.*

3.4.7.4 Learning Step Property Sheet – Exercise/Test Tab

The **Exercise/Test** tab of the **Learning Step** property sheet allows a user to specify the required scores for passing Practical Exercise (Performance) events and Tests.

NOTE: *In order to view the data fields on the Exercise/Test tab, the user must select Practical Exercise (Performance) or Test.*

To enter Exercise/Test information:

Step 1: Access the **Learning Step** property sheet (see Section 3.4.7).

Step 2: Select the **Exercise/Test** tab (see Figure 3-41, Figure 3-42, and Figure 3-43).

NOTE: If **Practical Exercise (Performance)** is selected for the MOI on the **Steps** tab, the **Practical Exercise** fields will be displayed. If **Test** is selected for the MOI on the **Steps** tab, the **Test** fields will be displayed.

If selecting **Practical Exercise (Performance)**, use the following steps:

Step 1: Select the type of **Practical Exercise** being performed from the drop-down list: **Physical Fitness** or **WPN Qualification**. The rest of the data fields will appear.

NOTE: The data fields displayed on the tab depend on the type of **Practical Exercise** chosen.

If selecting **Physical Fitness**, use the following steps:

Step 1: Select the type of **Scoring** from the drop-down list: **Pass/Fail** or **Points Awarded**.

Step 2: Select the **Event** being tested from the drop-down list. The **Scoring Type** field will automatically be updated.

Step 3: Select the **Pass/Fail %** percentage that is required to pass the test: **50** or **60**.

Step 4: Select the **Type** from the drop-down list: **Alternate** or **Primary**.

NOTE: It is important to enter the requirements for passing a test or **Physical Fitness** and **Weapon** qualification because this data populates the **Gradebook** tab on the **Class** and **Class Section** property sheets.

The screenshot shows a software window titled "Properties for Weapons qualifications for 9MM". It has four tabs: "Steps", "Text", "Resources", and "Exercise/Test", with "Exercise/Test" being the active tab. Inside the window, there are several dropdown menus and buttons. At the top, "Practical Exercise:" is set to "Physical Fitness" with a "Delete" button next to it. Below this, there's a section with a small icon of a person running. "Scoring:" is set to "PASS/FAIL". "Event:" is set to "2 Mile Run". "Pass/Fail %:" is set to "50". "Type:" is set to "ALTERNATE". To the right of these, "Scoring Type:" is set to "Timed". At the bottom of the window are three buttons: "OK", "Cancel", and "Apply".

Figure 3-41: Learning Step Property Sheet – Exercise/Test Tab (Physical Fitness)

If selecting **WPN Qualification**, use the following steps:

Step 1: Select the type of **Weapon** to be used in the test: **9MM**, **Grenade**, or **M16**.

The rest of the data fields will appear. The additional fields are for informational purposes only and cannot be modified.

The **Range Type** displays the type of range needed for the test.

The **POINTS** required to pass, and the **Qualification Title** for each required point level.

Properties for: M16 Rifle

Steps | Text | Resources | Exercise/Test

Practical Exercise: WPN Qualification [Delete]

Weapon: M16R

Range Type: Rifle Range

POINTS	Qualification Title
23	Marksman
29	Sharpshooter
36	Expert

OK Cancel Apply

Figure 3-42: Learning Step Property Sheet – Exercise/Test Tab (WPN Qualification)

If selecting **Test**, use the following steps:

Step 1: Select the **Test Type** from the drop-down list.

Step 2: Enter the **Test Name** in the text box.

NOTE: To delete a test, highlight the test name and click the **Delete** button.

Step 3: Use the spin list to enter the **Max POI Points**.

Step 4: Use the spin list to enter the percentage of points required to pass in the **Pass Rate %** field.

Step 5: Select **Yes** or **No** to indicate if **Partial Points Allowed**.

NOTE: In order for a student to receive **POI Points** for a failing grade, a **Yes** must be entered into this field before any test grades are entered. If a **No** is entered for this field then zero **POI Points** will be given for a failing score.

Step 6: Select **Yes** or **No** to indicate if **Certification** will be given.

Step 7: Enter any required data for certification in the **Certification Text** box.

Figure 3-43: Learning Step Property Sheet – Exercise/Test Tab (Test)

Step 3: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

NOTE: When a lesson is created in **Lesson Management**, and once the lesson is attached to a course module, activate the **Course Management** view and open the **Adjustment** tab on the **Lesson** property sheet to select a **Technique of Delivery** with hours.

3.4.7.5 Delete a Learning Step

To delete a learning step, highlight the lesson to be deleted and select **Delete** from the **Edit** menu. A **Delete** dialog box will appear asking, “**You are about to delete a Step record. This will also delete all other information associating with this Step. Are you sure you want to delete this Step?**”. Click the **Yes** button to delete the learning step. Click the **No** button to return to the **Lesson Management** window without deleting the learning step.

3.4.8 Display Lesson Versions

A lesson can have multiple version numbers. These version numbers can be modified through the **Versions** menu option. To display the list of versions for a lesson:

Step 1: Choose **View → Lesson Management**.

Step 2: Highlight the desired **Lesson Name**.

Step 3: Select **Edit → Versions**.

Step 4: The **Select Lesson Version** dialog box appears.

At this point, the user can modify the current lesson version number.

NOTE: Only one version number can be selected for a lesson.

Step 5: Simply clicking another box will change and update the database with the corrected version number.

NOTE: If a lesson has only one version number, the **Select Lesson Version** property sheet will only provide one option.

Step 6: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.4.9 Add a New Lesson Version

To add a new lesson version to a lesson:

Step 1: Choose **View → Lesson Management**.

Step 2: Highlight the desired **Lesson Name**.

Step 3: Choose **File → New → Lesson Version Number**.

An **Information** dialog box will appear asking, “*Are you sure you want to increase the version number for this Lesson?*”.

Step 4: Click the **Yes** button to add a new version.

A **Generating New Lesson Version** property sheet will appear.

Select the **Lesson** to which a new version is to be created.

OR

Click the **No** button to close the property sheet without adding a new version.

3.4.10 Find – Lesson Management

The **Find** option provides a user the ability to search through **Lesson Names** for requested data. To use this function, select **Find** from the **Edit** menu. A **Find Item** property sheet will appear (see Figure 3-44).

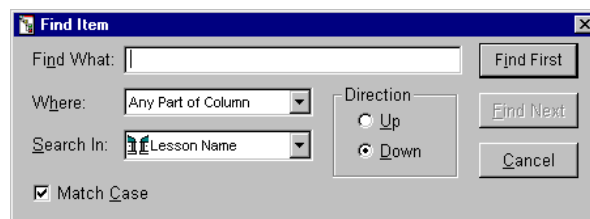


Figure 3-44: Find Item (Lesson Management)

To locate an item in the database:

Step 1: Select **Edit → Find**.

Step 2: Fill in the **Find What** text box with the data to be used for the search.

Step 3: Select where the search data should match from the **Where** drop-down list. The user can select from the following three options: **Any Part of Column**, **Match Whole Column**, or **Start of Column**.

- Step 4:** Select where to search for the data from the **Search In** drop-down list. The user can only select from the option: **Lesson Name**.
- Step 5:** Select the **Direction** of the search. Choose **Up** to search from bottom to top or **Down** to search top to bottom.
- Step 6:** Select the **Match Case** box to restrict the search to data that matches the case of the **Find What** data. Deselect the **Match Case** box to search the data regardless of the case. A check mark indicates the **Match Case** has been activated.
- Step 7:** Click the **Find First** button to find the first item to match the **Find What** data.
- Step 8:** Click the **Find Next** button to find the next item to match the **Find What** data.

NOTE: The user can change the **Direction** of the search to return to a previously displayed item.

- Step 9:** Click the **Cancel** button to cancel the search and return to the **Lesson Management** window.

3.5 Student Management View

This section explains the development of student registration and class participation. Instructors can enroll new students, create profiles, or modify existing ones. Student data can be accessed and modified within a training class as well as a particular group or unit. Students can be added and assigned at several points within the AIMS-PC system.

The **Student Management** hierarchy is: **Student Name**.

The SheetBar button available in the **Student Management** section is:



The **Student Management** view provides the user with a way to manipulate student information. Some of the data available for retrieval at this point is: full name, rank, gender, date of birth, person type, education, citizenship, languages, and religion.

The **Student Management** view allows an application user to view all of the students who are currently in the database independent of the course, class, or activity group to which they belong. **Student Management** is the only place a student imported from other software systems, such as the Army Training Requirements and Resources System (ATRRS) and Reception Battalion Automated Support System (RECBASS), will be displayed. All of the other application views show students as they appear in the view's hierarchy according to the management topic. If a student has not been assigned to any of these areas, the student's name will not show up in that view. For this reason, it is

possible for a person to be lost in the system, or present, but not assigned to any management categories.

3.5.1 Create a New Student

To create a new student:

Step 1: Choose **View** → **Student Management**.

Step 2: Click the **New Student** button on the SheetBar.

A **Student** property sheet is displayed (only the **General**, **Physical**, **Occupation**, **Address**, **Security**, and **ASVAB** tabs will be available).

Step 3: Fill in all the fields on the **General** tab.

Step 4: Choose the **Name Use** from the drop-down list, either **Legal Name**, **Maiden Name**, **Alias**, or **Nick Name**.

NOTE: The first, last, and middle names and the suffix will be based on what **Name Use** is chosen. If a different **Name Use** is desired, other than what is listed, change this setting before entering the name data.

Step 5: Enter the student's **First** name.

Step 6: Enter the student's **Last** name.

Step 7: Enter the student's **Middle** name.

Step 8: Enter the student's **Suffix**, (e.g., Jr., Sr., III, etc.).

Step 9: Choose another **Name Use** to add additional names for the new student.

Step 10: Enter the student's **Person ID**.

WARNING!: Once the student's **Person ID** is saved to the database, it cannot be changed.

Step 11: Choose the student's **Gender**.

Step 12: Use the spin list to enter the student's **Date of Birth**. Click the desired date element and using the up and/or down arrows scroll until the correct date is displayed. This should be done for each date element. The specified format is (yyyy-mm-dd).

Step 13: Choose the student's current level of **Education** from the drop-down list.

- Step 14:* Choose the student's **Citizenship** from the list of countries.
- Step 15:* Choose the student's fluent spoken **Language** from the list of languages.
- Step 16:* Choose the student's practicing **Religion** from the list of religions.
- Step 17:* Choose the **Person Type** from the drop-down list.
- Step 18:* Select the student's **Serv. Comp** from the drop-down list.
- Step 19:* Select the student's **Marital Status** from the drop-down list.
- Step 20:* Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

NOTE: The **General** and **Occupation** tabs must be completed in order to create a new student.

When a user selects a student, all classes that the student has attended in the past are displayed in the detailed view. In addition, **Student Management** allows dragging and dropping of a student to other management views.

Once a student's name is selected, the following list of attributes specific to a student's course load are displayed in the detailed view to the right: school, course, class, class start date, class end date, and fiscal year.

The user can choose a student name at this point and then choose the **Properties** option from the **Edit** menu. The property sheet will list specific information about the student described in the following sections. This information can be modified, if necessary.

3.5.2 Student Property Fields

The **Student** property sheet displays six of the fourteen **Student** property sheet tabs: **General**, **Physical**, **Occupational**, **Address**, **Security**, and **Armed Services Vocational Aptitude Battery (ASVAB)** when viewed in **Student Management**. All of the tabs are displayed when the **Student** property sheet is accessed in the **Class Management** view. The **Student** property sheet can also be accessed from the **Unit Management** and **Group Management** views. The following lists and graphics (Figure 3-45 through Figure 3-60)

illustrate and define all of the attributes of the **Student** property sheet available in the different views. To access the **Student** property sheet:

Step 1: Choose **View → Student Management**.

NOTE: Student information can also be accessed from **Class, Unit, and Group Management** views. Different tabs will be available depending on the view selected.

Step 2: Double-click on each level name to expand all the hierarchy levels until student names appear.

Step 3: Highlight the desired student name.

Step 4: Select **Edit → Properties**.

A **Student** property sheet will appear.

3.5.2.1 Student Property Sheet – General Tab

The fields on the **General** tab (Figure 3-45) of the **Student** property sheet are:

First	Student's first name.
Last	Student's last name.
Middle	Student's middle name.
Suffix	Suffix: Jr., Sr., III, etc.
Name Use	Name usage drop-down list, either: Legal Name , Maiden Name , Alias , or Nick Name .
Person ID	Student's Social Security Number (SSN) or Passport Number .
Gender	Student's gender, either: Male or Female .
Date of Birth	The student's date of birth formatted (yyyy-mm-dd).
Education	A predefined list of education levels is available.
Citizenship	A predefined list of countries is available.
Language	A predefined list of languages is available.
Religion	A predefined list of religions is available.

Person Type	Person type drop-down list, either: <i>United States Military</i> , <i>United States Government Official</i> , <i>United States - Other</i> , or <i>Allied - Other</i> .
Serv. Comp	The branch of service to which the student is assigned, either: <i>Active</i> , <i>National Guard</i> , or <i>Reserve</i> .
Marital Status	The student's marital status, either: <i>Annulled</i> , <i>Divorced</i> , <i>Interlocutory</i> , <i>Legally Separated</i> , <i>Married</i> , <i>Single</i> , or <i>Widowed</i> .

Properties for: Burgman, Charles T.

Class Attendee | Gradebook | Student Status | Student Absence | Academic Evaluation

General | Physical | Occupation | Address | Security | ASVAB | Student | Marksmanship | Fitness Test

Name

First: CHARLES

Last: BURGMAN

Middle: T Suffix:

Name Use: Legal Name

Details

Person Id: 55555555

Gender: Male Date of Birth: 1980-APR-01

Education:

Citizenship:

Language:

Religion:

Person Type: United States Military

Serv. Comp: National Guard

Marital Status: SINGLE

OK Cancel Apply

Figure 3-45: Student Property Sheet – General Tab

3.5.2.2 Student Property Sheet – Physical Tab

The fields on the **Physical** tab (Figure 3-46) of the *Student* property sheet are:

Race	<p><i>Race</i> drop-down list:</p> <ul style="list-style-type: none"> • <i>Caucasian</i> • <i>Asian</i> • <i>Black</i> • <i>American Indian</i> • <i>Other</i> • <i>Unknown</i>
Blood Type	<p><i>Blood Type</i> drop-down list:</p> <ul style="list-style-type: none"> • <i>A</i> • <i>B</i> • <i>O</i> • <i>AB</i>
RH Factor	<p><i>RH Factor</i> drop-down list:</p> <ul style="list-style-type: none"> • <i>+</i> • <i>-</i>
Physical Restrictions	<p><i>Physical Restrictions</i> drop-down list:</p> <ul style="list-style-type: none"> • <i>No Assignment Limitation</i> • <i>No Significant Assignment Limitation; Combat Fit</i> • <i>No Crawling, Stooping, Running, Jumping, Marching, or Standing for long periods</i> • <i>No Strenuous Physical Activity</i> • <i>No Assignment to Units Requiring Continued Consumption of Combat Rations</i> • <i>No Assignment to Isolated Areas where Definitive Medical Care is not Available</i> • <i>No Assignment Requiring Handling of Heavy Materials, Including Weapons</i> • <i>No Assignment to Unit where Sudden Loss of Consciousness would be Dangerous to Self or Others</i>

- *No Assignment involving Exposure to Loud Noises or Firing of Weapons*
- *No Assignment that Requires Daily Exposure to Extreme Cold*
- *No Assignment Requiring Exposure to High Environmental Temperatures*
- *No Continuous wearing of Combat Boots*
- *No Continuous wearing of Woolen Clothes*
- *Limitation Not Otherwise Described By Codes C Through P*
- *DA Flag*
- *Waiver*
- *Approval required by the Surgeon General*

ABDOMEN

The date the student's abdomen measurement is taken and the average of three measurements.

FOREARM

The date the student's forearm measurement is taken and the average of three measurements.

HEIGHT

The date the student's height measurement is taken and the average of three measurements.

HIP

The date the student's hip measurement is taken and the average of three measurements.

NECK

The date the student's neck measurement is taken and the average of three measurements.

WEIGHT

The date the student's weight is taken and the average of three measurements.

WRIST

The date the student's wrist measurement is taken and the average of three measurements.

Maximum Allowable Weight

The highest weight a student is permitted.

Maximum Body Fat

The highest amount of body fat a student is permitted to have.

Properties for: Adams, Joshua E.

Class Attendee | Gradebook | Student Status | Student Absence | Academic Evaluation

General | **Physical** | Occupation | Address | Security | ASYAB | Student | Marksmanship | Fitness Test

Characteristics

Race: Caucasian

Physical Restrictions: No assignment limitation

Blood Type: B

RH Factor: +

Body Measurements

ABDOMEN :	1998-APR-19	33.00	...
FOREARM :	1998-APR-19	14.00	...
HEIGHT :	1998-APR-19	70.00	...
HIP :	1998-APR-19	29.33	...
NECK :	1998-APR-19	14.33	...
WEIGHT :	1998-APR-19	162.33	...
WRIST :	1998-APR-19	11.67	...


Maximum Allowable Weight: 189 Calculate Pass

Maximum Body Fat: 24 Calculate Pass

OK Cancel Apply

Figure 3-46: Student Property Sheet – Physical Tab

To enter the student's physical information:

- Step 1:* Access the **Student** property sheet (see Section 3.5.2).
- Step 2:* Select the **Physical** tab.
- Step 3:* Select the student's **Race** from the drop-down list.
- Step 4:* Select the student's **Physical Restrictions** from the drop-down list.
- Step 5:* Select the student's **Blood Type** from the drop-down list.
- Step 6:* Select the student's **RH Factor** from the drop-down list.
- Step 7:* Select the **Body Area Measurement** to be entered and click the  button to the far right of the listed body area.

NOTE: The user should enter the student's **Height** (in inches) and **Weight** (in pounds) first (use steps 11-14). Then select the Maximum Allowable Weight **Calculate** button to determine if the student passes the weight requirement. If the student receives a passing score, proceed to step 20. If the student receives a failing score, the user must enter the remaining measurements (Abdomen, Forearm, Hip, Neck, and Wrist) in order to calculate the student's Maximum Body Fat.

A measurement window related to the selected body area will appear (see Figure 3-45).

- Step 8:** Use the spin list to enter the **First** measurement taken.
- Step 9:** Use the spin list to enter the **Second** measurement taken.
- Step 10:** Use the spin list to enter the **Third** measurement taken.

Figure 3-47: Body Measurement Screen

NOTE: Enter all of the student's measurements in inches and the student's weight in pounds. The three measurements will be averaged together automatically in the **Average** field which is grayed-out and cannot be modified.

- Step 11:** Click the **OK** button to accept the listed measurements.

OR

Click the **No** button to close the window without saving the measurements.

- Step 12:** The measurement field will automatically be updated with the average of the three measurements. Use the spin list to modify the average on the **Physical** tab if necessary.
- Step 13:** Use the spin list to enter the date the measurement was taken.
- Step 14:** Repeat the body measurement steps for each body area.
- Step 15:** Click the Maximum Allowable Weight **Calculate** button to determine if the student passed the weight requirements.
- Step 16:** Click the Maximum Body Fat **Calculate** button to determine if the student passed the body fat requirements.

Step 17: Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

3.5.2.3 Student Property Sheet – Occupation Tab

The fields on the **Occupation** tab (Figure 3-48) of the ***Student*** property sheet are:

Rank	The student's rank.
Primary	The student's primary occupation specialty (must select <i>Rank</i> first).
Effective Date	The effective date of the student's primary occupation specialty.
Secondary	The student's secondary occupation specialty (must select <i>Rank</i> first).
Effective Date	The effective date of the student's secondary occupation specialty.
Basic	The basic officer branch.
Controlling	The controlling officer branch.
Functional Area	The functional area based on the student's occupation.

Properties for: Burgman, Charles T.

Class Attendee | Gradebook | Student Status | Student Absence | Academic Evaluation |

General | Physical | Occupation | Address | Security | ASVAB | Student | Marksmanship | Fitness Test |

Rank: 82 - First Lieutenant

Occupation

Primary: AE00Z Effective Date: 1997-NOV-08

Secondary: AE97B Effective Date: 1998-SEP-12

Officer Branch

Basic: 24A

Controlling: INFANTRY

Functional Area: DATA SYSTEMS ENGINEER

OK Cancel Apply

Figure 3-48: Student Property Sheet – Occupation Tab

To enter the student's occupation information:

- Step 1:* Access the **Student** property sheet (see Section 3.5.2).
- Step 2:* Select the **Occupation** Tab.
- Step 3:* Select the student's **Rank** from the drop-down list.
- Step 4:* Select the student's **Primary** occupation from the drop-down list.
- Step 5:* Use the spin list to select the **Effective Date** of the student's primary occupation.
- Step 6:* Select the student's **Secondary** occupation from the drop-down list.
- Step 7:* Use the spin list to select the **Effective Date** of the student's secondary occupation.
- Step 8:* Select the **Basic** officer branch from the drop-down list.
- Step 9:* Select the **Controlling** officer branch from the drop-down list.
- Step 10:* Select the student's **Functional Area** from the drop-down list.

Step 11: Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

3.5.2.4 Student Property Sheet – Address Tab

The fields on the **Address** tab (Figure 3-49 and Figure 3-50) of the ***Student*** property sheet are:

Address Type

Address type drop-down list:

- ***Current Mailing Address***
- ***Current Residence Address***
- ***Permanent Mailing Address***
- ***Home of Record Address***
- ***Permanent Residence Address***
- ***Next of Kin Address***
- ***Emergency Notification Address***
- ***Family Member Address***
- ***Beneficiary Address***
- ***Civilian Employer Address***
- ***Leave Address***
- ***Duty Address***
- ***Entry Active Duty Address***

Active Date

The date the student is active.

Inactive Date

The date the student is inactive.

Optional Text

Any additional text that might be useful.

Location Type

Student location: ***U.S.-Domestic*** or ***Non U.S.-Foreign***.

For **U.S. - Domestic** addresses, use the following fields (see Figure 3-49):

Street /Rural Rt.	Street name and road numbers.
PO Box/ Apt No	Post Office box and/or apartment number.
City	City name.
State	State abbreviation.
Zip Code	Zip code.

For **Non U.S. - Foreign** addresses, use the following fields (see Figure 3-50):

Country	Country name.
Street Address	Street address.
Address Text	Additional information associated with the address.
Address Text	Additional information associated with the address.
Postal Gateway	Post office reference.
Postal Location ID	Country zip code.

Properties for: Burgman, Charles T.

Class Attendee | Gradebook | Student Status | Student Absence | Academic Evaluation

General | Physical | Occupation | **Address** | Security | ASVAB | Student | Marksmanship | Fitness Test

Type Information

Address Type: CURRENT MAILING ADDRESS

Active Date: 1998-OCT-15

Inactive Date: 2001-OCT-15

Optional Text:

Location Type: U.S. - Domestic

Details

Street /Rural Rt: 5327 Orchard Street

PO Box/ Apt No:

City: Fairfax

State: Virginia

Zip Code: 22030

OK Cancel Apply

Figure 3-49: Student Property Sheet – Address Tab (Domestic)

Figure 3-50: Student Property Sheet – Address Tab (Foreign)

To enter the student's address information:

- Step 1:* Access the **Student** property sheet (see Section 3.5.2).
- Step 2:* Select the **Address** tab.
- Step 3:* Select the **Address Type** from the drop-down list.
- Step 4:* Use the spin list to select the student's **Active Date**.
- Step 5:* Use the spin list to select the student's **Inactive Date**.
- Step 6:* Enter any comments in the **Optional Text** box that might be useful.
- Step 7:* Select the **Location Type** from the drop-down list.
- Step 8:* For a **U. S. - Domestic** address enter the following information:

- Step 1:* Enter the student's **Street/Rural Rt** in the text box.
- Step 2:* Enter the student's **PO Box/Apt No** in the text box.

NOTE: Leave the **PO Box/Apt No** text box blank if it does not apply.

- Step 3:* Enter the **City** name.

Step 4: Enter the **State** abbreviation.

Step 5: Enter the **Zip Code**.

For a **Non U.S. - Foreign** address enter the following information:

Step 1: Enter the **Country**.

Step 2: Enter the **Street Address**.

Step 3: Enter any additional information associated with the **Address Text**.

Step 4: Enter the post office reference in the **Postal Gateway** text box.

Step 5: Enter the country zip code in the **Postal Location ID** text box.

Step 9: Repeat steps 6 - 12 to enter additional student address, by selecting a different address type in the **Address Type** drop-down list.

Step 10: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.5.2.5 Student Property Sheet – Security Tab

This tab allows the user to assign a security clearance to an individual student.

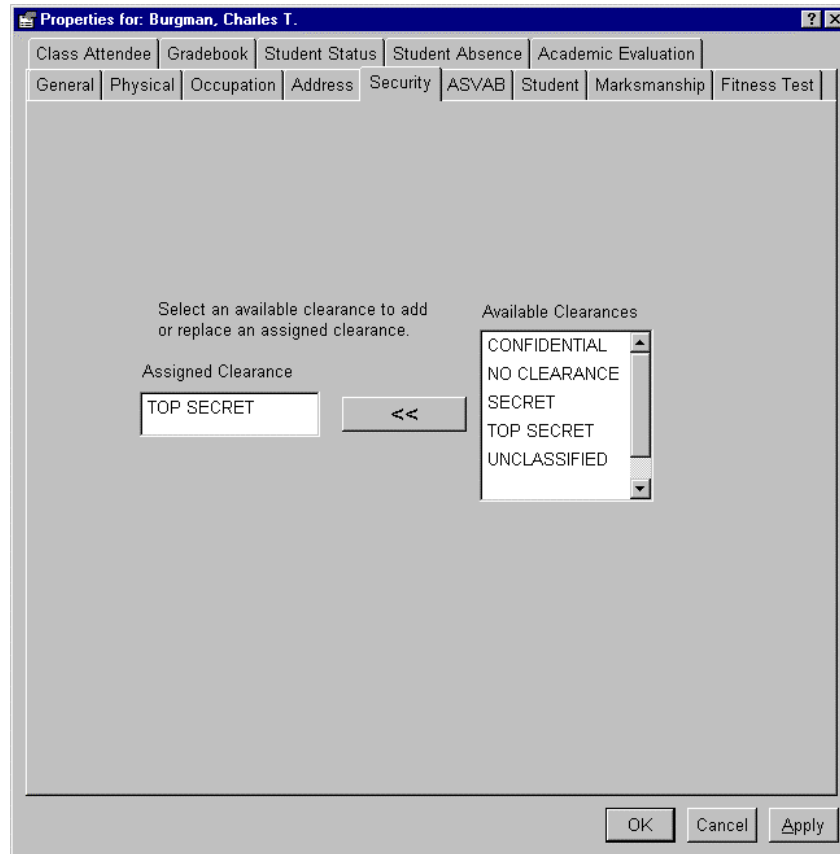


Figure 3-51: Student Property Sheet – Security Tab

To assign a security clearance to an individual student:

- Step 1:* Access the **Student** property sheet (see Section 3.5.2).
- Step 2:* Select the **Security** tab.

A list of security clearances will appear (see Figure 3-51).
- Step 3:* Select the desired security clearance from the right column.
- Step 4:* Click the double arrow button to add the desired security clearance to the field on the left.
- Step 5:* The user may change the assigned clearance, if necessary.

Step 6: Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

3.5.2.6 Student Property Sheet – ASVAB Tab

This tab allows the user to record achievement test scores for an individual student. The fields on the **ASVAB** tab (Figure 3-52) of the ***Student*** property sheet are:

Test Type	The name of the test. <ul style="list-style-type: none">• <i>Clerical – Administrative</i>• <i>Combat</i>• <i>Electronics</i>• <i>Field Artillery</i>• <i>Food Operations</i>• <i>General Maintenance</i>• <i>General Technical</i>• <i>Motor Mechanical</i>• <i>Skilled Technical</i>• <i>Surveillance and Communications</i>
Score	The student's score on the test.

Test Type	Score
Combat :	0
Field Artillery :	0
Electronics :	0
Food Operations :	0
General Maintenance :	0
Motor Mechanical :	0
Clerical-Administrative :	0
General Technical :	0
Skilled Technical :	0
Surveillance and Communications :	0

Figure 3-52: Student Property Sheet – ASVAB Tab

To enter the student's ASVAB information:

- Step 1:* Access the **Student** property sheet (see Section 3.5.2).
- Step 2:* Select the **ASVAB** tab.
- Step 3:* Use the spin list to enter the student's score for each of the tests.
- Step 4:* Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.5.2.7 Student Property Sheet – Student Tab

The fields on the **Student** tab (Figure 3-53) of the *Student* property sheet are:

Dependents Quantity	The number of the student's dependents.
System Source	The external source of the student's data (if known): <ul style="list-style-type: none"> • ATRRS • ASAT • RECBASS
Creditable Active Service Date (BASD)	The constructive calendar date that establishes the beginning of the creditable active federal service of an individual.
Civil Service Year Total	The number of years Federal Service computed for leave and retirement purposes.
Training Unit Reporting Date	Date the student reports to the training unit.
Full-Time Service Date (BPED)	The date when the full-time service (enlisted, warrant, and commissioned) in any of the U.S. Armed Forces of a military-person and its reserve components would have started if it were continuous to the present.
ETS DATE	The date the student separates from the service.
Scheduled Departure Date	The date the student is scheduled to depart the unit, going to the Gaining UPC.
PULHES	The physical profile serial code that represents a student's physical status. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>NOTE: This is available from the student's medical records.</i></p> </div>
Disability Description	A description of the student's disability.
Student Remarks	Any textual remarks the student wants to add.
Address Releasability	An indicator that specifies the releasability of the address of a student.
Gaining Unit	The Gaining Unit Processing Code.

Address Releasability Remarks

The textual permission provided by a student to release his/her address.

Last Updated

The date the address releasability remarks were last updated.

The screenshot shows a software window titled "Properties for: Burgman, Charles T." with a tabbed interface. The "Student" tab is selected. The window contains several sections:

- Dependents:** A spin box for "Quantity" set to 3 and a dropdown for "System Source" set to "ATRRS".
- Key Dates:** A group box containing:
 - Creditable Active Service Date (BASD): 1997-MAY-08
 - Full-Time Service Date (BPED): 1999-JAN-01
 - Civil Service Year Total: 3
 - ETS Date: 1998-OCT-04
 - Training Unit Reporting Date: 0000- -00
 - Scheduled Departure Date: 1998-AUG-01
- Disability:** A text area for "Disability Description" containing "Allergy to bees, immediate medical care required." and a "Student Remarks" area containing "Severe reaction to bee stings."
- Address Releasability:** A checkbox labeled "Address Releasable" (unchecked), a "Gaining Unit" dropdown set to "UIC2", a text area for "Address Releasability Remarks", and a "Last Updated" date field set to "1999-MAR-19".

Buttons for "OK", "Cancel", and "Apply" are at the bottom right.

Figure 3-53: Student Property Sheet – Student Tab

To enter the student's information:

- Step 1:* Access the **Student** property sheet (see Section 3.5.2).
- Step 2:* Select the **Student** tab.
- Step 3:* Use the spin list to select the number of dependents.
- Step 4:* Select the **System Source** from the drop-down list.
- Step 5:* Use the spin list to select the **Creditable Active Service Date (BASD)**.
- Step 6:* Use the spin list to select the **Civil Service Year Total**.
- Step 7:* Use the spin list to select the **Training Unit Reporting Date**.

- Step 8:** Use the spin list to select the **Full-Time Service Date (BPED)**.
- Step 9:** Use the spin list to select the **ETS Date**.
- Step 10:** Use the spin list to select the **Scheduled Departure Date**.
- Step 11:** Enter the six-digit Physical Profile code for **PULHES**.
- Step 12:** Enter a description of the student's disability in the **Disability Description** text box, if necessary.
- Step 13:** Enter the student's remarks in the **Student Remarks** text box.
- Step 14:** Select the **Address Releasability** box to indicate the student's address can be released. A "✓" indicates the option has been selected.
- Step 15:** Enter the **Gaining Unit** processing code in the text box.
- Step 16:** Enter any textual information required by other entries or as desired by the user, in the **Address Releasability Remarks** text box.
- Step 17:** Use the spin list to select the date the information was **Last Updated**.
- Step 18:** Click the **Apply** button to save the data and select another tab.
- OR
- Click the **OK** button to save the data and exit the property sheet.
- OR
- Click the **Cancel** button to exit the property sheet without saving any changes.

3.5.2.8 Student Property Sheet – Marksmanship Tab

The fields on the **Marksmanship** tab (Figure 3-54) of the **Student** property sheet are:

Weapon Qualification	The weapon test to be performed.
Qualification Date	The date the student qualifies for the course.
Result Hits	The number of times the student hit on target.
No. Successful Scores	The number of correct hits by the student.
Recording Date	The date the scores were recorded.

Recorders Name The name of the individual who recorded the scores.

Skill The student's skill level.

Weapon Qualification	Qualification Date	Result Hits	No. Successful Scores	Record
Weapons qualifications for	1998-SEP-28	30	30	1998-MA
	0000- -00			0000- -

Figure 3-54: Student Property Sheet – Marksman Tab

To enter the student's marksmanship information:

- Step 1:* Access the **Student** property sheet (see Section 3.5.2).
 - Step 2:* Select the **Marksman** tab.
 - Step 3:* Click the **Insert** button to display a row of **Marksman** fields.
- Repeat this step as many times as necessary.
- Step 4:* Select the **Weapon Qualification** from the drop-down list.

NOTE: The **Weapon Qualification** drop-down list will only display those events that exist as learning steps within the course. If there are no learning steps within the course, there will be no events available in the drop-down list.

- Step 5:* Use the spin list to select the **Qualification Date**.

- Step 6:* Use the spin list to enter the **Result Hits**.
- Step 7:* Use the spin list to enter the **No. Successful Scores**.
- Step 8:* Use the spin list to select the **Recording Date**.
- Step 9:* Enter the **Recorder's Name** in the text box.
- Step 10:* The **Skill** field is automatically updated with the student's skill level.
- Step 11:* Click the **Delete** button to delete all the data within a selected row, if necessary.

NOTE: If data is deleted in error, restore the data previously saved to the database by clicking the **Restore** button.

- Step 12:* Click the **Apply** button to save the data and select another tab.
- OR
- Click the **OK** button to save the data and exit the property sheet.
- OR
- Click the **Cancel** button to exit the property sheet without saving any changes.

3.5.2.9 Student Property Sheet – Fitness Test Tab

The fields on the **Fitness** tab (Figure 3-55) of the **Student** property sheet are:

Fitness Test	The name of the fitness test.
Exempt Status	Indicates if the student is exempt from the fitness test (Yes or No).
Test Date	Date the fitness test was administered.
Repetitions/Time (min:sec)	The number of repetitions performed for, or the amount of time, to complete the test.
Raw Score	The number of repetitions performed by the student.
Pass/Fail Code	The code that determines if the student passed or failed.

Fitness Test	Exempt Status	Test Date	Repetitions/Time (min:sec)	Score	Pass/Fail Code
2 Mile Run	No	1998-SEP-08	02:18	100	Pass
Push Up	No	1998-SEP-08	125	100	Pass

Figure 3-55: Student Property Sheet – Fitness Test Tab

To enter the student's fitness test information:

Step 1: Access the **Student** property sheet (see Section 3.5.2).

Step 2: Select the **Fitness Test** tab.

Step 3: Select the name of the **Fitness Test** from the drop-down list.

NOTE: The **Fitness Test** drop-down list will only display those events that exist as learning steps within the course. If there are no learning steps within the course, there will be no events available in the drop-down list.

Step 4: Select the student's **Exempt Status** from the drop-down list.

Step 5: Use the spin list to select the **Test Date**.

Step 6: Use the spin list to select the **Repetitions /Time (min:sec)** performed for the test.

Step 7: Use the spin list to select the raw **Score**.

Step 8: Select the **Pass/Fail Code** from the drop-down list.

Step 9: Click the **Delete** button to delete all the data within a selected row, if necessary.

NOTE: If data is deleted in error, restore the data previously saved to the database by clicking the **Restore** button.

Step 10: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.5.2.10 Student Property Sheet – Class Attendee Tab

The fields on the **Class Attendee** tab (Figure 3-56) of the **Student** property sheet are:

School	Name of the school the student is attending.
Course	Name of the course in which the student is enrolled.
Course Code	The course code.
Version	The version number of the course.
Phase	The phase ID number.
Delivery Group	The description of the delivery group.
Class	The date and ID number of the class.
Section	The section ID number.

NOTE: The data fields listed above are for information purposes only. These fields appear grayed-out and cannot be modified.

Student Roster No.	A locally assigned number used to identify a student within a class.
Quota Source Code	An ATRRS code identifying the organization/activity against whose quota the class reservation is counted.
Required Equipment Available	Indicates if the required equipment is available, either: Yes , No , or Waived .

Body Fat Content Result Body Fat Content Result drop-down list, either: *Yes*, *No*, or *Waived*.

The screenshot shows a Windows-style dialog box titled "Properties for: Burgman, Charles T.". It has a tabbed interface with the following tabs: General, Physical, Occupation, Address, Security, ASVAB, Student, Marksmanship, Fitness Test, Class Attendee, Gradebook, Student Status, Student Absence, and Academic Evaluation. The "Class Attendee" tab is selected. The form contains the following fields and values:

- School:** ARMOR SCH, FT KNOX, KY
- Course:** USMA MANEUVER HEAVY
- Course Code:** 001-MHT
- Version:** 1
- Phase:** 0
- Delivery Group:** A single phase course
- Class:** 1997 001
- Section:** 001
- Details:**
 - Student Roster No.:** 1111
 - Quota Source Code:** GE
 - Required Equipment Available:** Yes
 - Body Fat Content Result:** No

At the bottom right of the dialog box are three buttons: OK, Cancel, and Apply.

Figure 3-56: Student Property Sheet – Class Attendee Tab

To enter the student's class attendee information:

- Step 1:* Access the **Student** property sheet (see Section 3.5.2).
- Step 2:* Select the **Class Attendee** tab.
- Step 3:* Enter the **Student's Roster No.** in the text box.
- Step 4:* Select the **Quota Source Code** from the drop-down list.
- Step 5:* Select *Yes*, *No*, or *Waived* for the **Required Equipment Available** from the drop-down list.

NOTE: The user can use the **Required Equipment Available** field to indicate if a student brought the required equipment for the course.

- Step 6:* Select *Yes*, *No*, or *Waived* for the **Body Fat Content Result** from the drop-down list.

Step 7: Click the ***Apply*** button to save the data and select another tab.

OR

Click the ***OK*** button to save the data and exit the property sheet.

OR

Click the ***Cancel*** button to exit the property sheet without saving any changes.

3.5.2.11 Student Property Sheet – Gradebook Tab

The fields on the **Gradebook** tab (Figure 3-57) of the ***Student*** property sheet are:

Test Name	The name of the test.
Test Date	The date the test was administered.
No. of Tries	The number of times the student took the test.
P/F SF	The curving factor percent score, <i>Pass/Fail Scale Factor (P/F SF)</i> .
P/F SF RS	The curving factor raw score, <i>Pass/Fail Scale Factor Raw Score (P/F SF RS)</i> .
Max Raw Score	The maximum points required for the test.
Raw Score	The total number of points achieved by the student.
Percent Score	The percentage of points achieved by the student based on the required number of points required for the test.
P/F Result	The <i>Pass/Fail (P/F) Result</i> indicates if the student passed, failed, or was exempt from the test.
POI Points	The total POI points earned.

Test Name:	Test Date	No. of Tries	P/F SF	P/F SF RS	MAX Raw Score	Raw Score	Percentage
Tester for the testers 12	1999-MAR-22	1			100	80	80

Figure 3-57: Student Property Sheet – Gradebook Tab

To enter the student's gradebook information:

Step 1: Access the **Student** property sheet (see Section 3.5.2).

Step 2: Select the **Gradebook** tab.

Step 3: Select the **Test Name** from the drop-down list.

NOTE: The **Test Name** drop-down list will only display those events that exist as learning steps within the course. If there are no learning steps within the course, there will be no events available in the drop-down list.

Step 4: Use the spin list to select the **Test Date**.

Step 5: Use the spin list to indicate the number of times the student has taken the test in the **No. of Tries** field.

Step 6: Use the spin list to enter the curving factor percent score in the **P/F SF (Pass/Fail Scale Factor)** field.

Step 7: Use the spin list to enter the curving factor raw score in the **P/F SF RS (Pass/Fail Scale Factor Raw Score)** field.

- Step 8:* The **Maximum Raw Score** field automatically defaults to 100. The user can modify this field, if necessary.
- Step 9:* Use the spin list to enter the actual points the student scored on the test in the **Raw Score** field.
- Step 10:* The **Percent Score** will update automatically based on the student's raw score. This field cannot be modified.
- Step 11:* Select the **P/F Result** from the drop-down list, either: **Fail**, **Exempt**, **Incomplete**, **Proficient**, or **Pass**.
- Step 12:* The **POI Points** earned for the test will automatically be updated and cannot be modified.
- Step 13:* Click the **Delete** button to delete all the data within a selected row, if necessary.
- Step 14:* Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.5.2.12 Student Property Sheet – Student Status Tab

The fields on the **Student Status** tab (Figure 3-58) of the **Student** property sheet are:

Effective Date	The date the student's current status became effective.
Status	The current status of the student: <ul style="list-style-type: none">• Canceled Reservation• Discharged from the Army• Graduate, Successfully Completed Class• Hold (Showed, Did Not Start, Did Not Grad)• New Input• Retrainee In, from Another Course of Instruction• Retrainee Out, to Another Course of Instruction

- *Recycle Out to Another Class, Same Course*
- *No Show*
- *Recycle in, from Another Class, Same Course*
- *Valid Registration*
- *Showed, Did not Begin Training*
- *Waiting for reservation*
- *Other, Non-Successful Completion*
- *Class has been Non-conducted*
- *MEP Reservation*

Reason The reason for the student's status, either: *None*, *Other*, *Discharge*, or *Operational*.

Description The description of the student's status.

History Previous changes in status are listed with the following information: *Effective Date*, *Status*, *Reason*, *Description*, *School*, *Course*, *Delivery Group*, *Phase*, and *Class*.

Effective Date	Status	Reason
1998-Nov-13	HOLD	OTHER
1998-Nov-13	RECYCLE OUT TO ANOTHE	OTHER
1998-Dec-08	RECYCLE OUT TO ANOTHE	OTHER

Figure 3-58: Student Property Sheet – Student Status Tab

To modify a student's current status:

- Step 1:** Access the **Student** property sheet (see Section 3.5.2).
- Step 2:** Select the **Student Status** tab.
- Step 3:** Use the spin list to select the **Effective Date** of the student's status.
- Step 4:** Select the student's **Status** from the drop-down list. The **Reason** and **Description** drop-down lists are updated with values that correspond to the status.

NOTE: To in-process a student with a valid reservation, the user must change the status to **New Input** in order for that student's name to appear in the class gradebook.

If **Retrainee Out, to Another Course of Instruction** or **Recycle Out to Another Class, Same Course** is chosen, a dialog box will appear listing appropriate classes or courses so that the class or course that the student is being moved to can be chosen.

- Step 5:** Select the **Reason** for the student's status from the drop-down list. The **Description** drop-down list is updated with values that correspond to the reason and status.
- Step 6:** Select the **Description** of the student's status from the drop-down list.
- Step 7:** Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.5.2.13 Student Property Sheet – Student Absence Tab

The fields on the **Student Absence** tab (Figure 3-59) of the **Student** property sheet are:

Begin Date	The date and time the student is first absent.
Reason	The reason the student is absent, either: Blood Donor, Dental Appointment, Detail, Emergency Leave, Hospital, Other, Parade, Post Appointments, Sick Call, or Unexcused.

End Date The date and time the student returns from being absent.

Remarks Any textual remarks pertaining to the student's absence.

Figure 3-59: Student Property Sheet – Student Absence Tab

To enter student absentee information:

- Step 1:* Access the **Student** property sheet (see Section 3.5.2).
- Step 2:* Select the **Student Absence** tab.
- Step 3:* Click the **Insert** button to display a row of **Student Absence** fields.
Repeat this step as many times as necessary.
- Step 4:* Use the spin list to select the date and time the student is first absent in the **Begin Date** field.
- Step 5:* Select the **Reason** for the student's absence from the drop-down list.
- Step 6:* Use the spin list to select the date and time the student returns from being absent in the **End Date** field.
- Step 7:* Enter any textual **Remarks** pertaining to the student's absence.

Step 8: Click the **Delete** button to delete all the data within the selected row.

Step 9: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.5.2.14 Student Property Sheet – Academic Evaluation Tab

The fields on the **Academic Evaluation** tab (Figure 3-60) of the **Student** property sheet are:

Evaluation Date	The date the evaluation was written.
Period of Report From and To	The time frame the student was evaluated.
Has the Student Demonstrated the Academic Potential for Selection to Higher Level School/Training?	<p>The rating of the student's overall performance:</p> <ul style="list-style-type: none"> • <i>Yes</i> • <i>No</i> • <i>N/A</i>
Military Education	The level of military education completed by the student, either: <i>Officer Basic</i> , <i>Officer Advanced</i> , <i>Staff College (CGSC)</i> , <i>SWO Training</i> , or <i>MWO Training</i> .
Explanation of Non-Rated Periods	An explanation why a student was not rated for a specific time frame.
Performance Summary	A value that rates the overall performance of the student, either: <i>Achieved Course Standards</i> , <i>Exceeded Course Standards</i> , <i>Failed to Achieve course Standards</i> , or <i>Marginally Achieved Course Standards</i> .
Written Communication	A value that rates the written communication of the student, either: <i>Not Evaluated</i> , <i>Unsatisfactory</i> , <i>Satisfactory</i> , or <i>Superior</i> .
Oral Communication	A value that rates the student's oral communication, either: <i>Not Evaluated</i> , <i>Unsatisfactory</i> , <i>Satisfactory</i> , or <i>Superior</i> .

Leadership Skills	A value that rates a student's leadership skills, either: <i>Not Evaluated</i> , <i>Unsatisfactory</i> , <i>Satisfactory</i> , or <i>Superior</i> .
Contribution to Group Work	A value that rates the student's contribution to group work, either: <i>Not Evaluated</i> , <i>Unsatisfactory</i> , <i>Satisfactory</i> , or <i>Superior</i> .
Evaluation of Student's Research Ability	A value that rates a student's research ability, either: <i>Not Evaluated</i> , <i>Unsatisfactory</i> , <i>Satisfactory</i> , or <i>Superior</i> .
Preparing Officer	The <i>Name</i> , <i>Grade</i> , <i>Branch</i> , and <i>Title</i> of the officer who prepared the evaluation.
Reviewing Officer	The <i>Name</i> , <i>Grade</i> , <i>Branch</i> , and <i>Title</i> of the reviewing officer.
Distribution	The distribution of the evaluation, either: <i>Unit Commander</i> , <i>Student</i> , or <i>Student's Official Military Records</i> .

Properties for: Burgman, Charles T.

General | Physical | Occupation | Address | Security | ASVAB | Student | Marksmanship | Fitness Test

Class Attendee | Gradebook | Student Status | Student Absence | Academic Evaluation

Evaluation Date: 1999-JAN-20

Period of Report From: 0000- -00 To: 0000- -00

Has The Student Demonstrated The Academic Potential For Selection To Higher Level School/Training?

Military Education:

Explanation of Non-Rated Periods:

Performance Summary: ACHIEVED COURSE STANDARDS

Written Communication: NOT EVALUTATED

Oral Communication: NOT EVALUTATED

Leadership Skills: NOT EVALUTATED

Contribution To Group Work: NOT EVALUTATED

Evaluation of Student's Research Ability: NOT EVALUTATED

Name, Grade, Branch, and Title of...

Preparing Officer:

Reviewing Officer:

Distribution

Unit Commander: ☐ Student: ☐ Student's Official Military Records: ☐

AER 1 of 1

Comments Insert |<|<|>|>

OK Cancel Apply


Figure 3-60: Student Property Sheet – Academic Evaluation

To enter a student's academic evaluation:


- Step 1:* Access the ***Student*** property sheet (see Section 3.5.2).
- Step 2:* Select the **Academic Evaluation** tab.
- Step 3:* Use the spin list to select the ***Evaluation Date***.
- Step 4:* Use the spin list to select the time frame the student was evaluated, ***Period of Report – From*** and ***To***.
- Step 5:* Select ***Yes***, ***No***, or ***N/A*** from the drop-down list to indicate if the student has demonstrated the academic potential for selection to higher-level school/training.
- Step 6:* Select the student's ***Military Education*** level from the drop-down list.
- Step 7:* Enter an ***Explanation of Non-Rated Periods*** in the text box.
- Step 8:* Select the ***Performance Summary*** rating from the drop-down list provided.
- Step 9:* Select the ***Written Communication*** rating from the drop-down list.
- Step 10:* Select the ***Oral Communication*** rating from the drop-down list.
- Step 11:* Select the ***Leadership Skills*** rating from the drop-down list.
- Step 12:* Select the ***Contribution to Group Work*** rating from the drop-down list.
- Step 13:* Select the ***Evaluation of Student's Research Ability*** from the drop-down list.
- Step 14:* Enter the ***Name***, ***Grade***, ***Branch***, and ***Title*** of the ***Preparing Officer***.
- Step 15:* Enter the ***Name***, ***Grade***, ***Branch***, and ***Title*** of the ***Reviewing Officer***.
- Step 16:* Indicate the ***Distribution*** of the data by selecting one or more of the following three options: ***Unit Commander***, ***Student***, or ***Student's Official Records***. An "X" in the box indicates the option has been selected.
- Step 17:* Click the ***Comments*** button. A blank text pad will appear.
- Step 18:* Enter any textual remarks pertaining to the evaluation.
- Step 19:* Save the information using the ***File → Save*** option.


Close the text pad.

Step 20: Click the **Insert** button to display a new set of the data fields. The user can create as many evaluations as necessary for the student.

Click the  button to display the first academic evaluation.

Click the  button to display the last academic evaluation.

Click the  button to display the previous academic evaluation.

Click the  button to display the next academic evaluation.

Step 21: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.5.3 Find – Student Management

The **Find** option provides a user the ability to search **Student Names** for a requested **Student**. To use this function, select **Find** from the **Edit** menu. A **Find Item** property sheet will appear (see Figure 3-61). Fill in the following data fields.

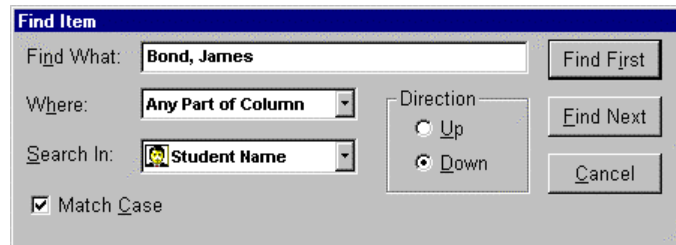


Figure 3-61: Find Item (Student Management)

To locate an item in the database:

Step 1: Choose **Edit → Find**.

Step 2: Fill in the **Find What** text box with the data to be used for the search.

Step 3: Select what the search data should match from the **Where** drop-down list. The user can select from the following three options: **Any Part of Column**, **Match Whole Column**, or **Start of Column**.

Step 4: Select where to search for a student from the **Search In** drop-down list. The drop-down list only provides the user with one option: **Student Name**.

- Step 5:** Select the **Direction** of the search. Choose **Up** to search from bottom to top or **Down** to search top to bottom.
- Step 6:** Select the **Match Case** box to restrict the search to student names that match the case of the **Find What** data. Deselect the **Match Case** box to search the student names regardless of the case. A check mark indicates the **Match Case** has been activated.
- Step 7:** Click the **Find First** button to find the first student name to match the **Find What** data.
- Step 8:** Click the **Find Next** button to find the next student name to match the **Find What** data.

NOTE: The user can change the **Direction** of the search to return to a previously displayed student name.

- Step 9:** Click the **Cancel** button to cancel the search and return to the **Student Management** window.

3.5.4 Delete a Student

To delete a student, highlight the student to be deleted and select **Delete** from the **Edit** menu. A **Delete** dialog box will appear asking, “**Are you sure you want to delete this student from the database?**”. Click the **Yes** button to delete the student. Click the **No** button to return to the **Student Management** window without deleting the student.

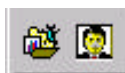
3.6 Unit Management View

This section explains the **Unit Management** operation and how to assign students to a unit. Individuals in charge of the students assigned to a unit primarily use this view. The **Unit Management** view provides a single place for unit managers to view all personnel they are responsible for without knowing what classes they attend.

The **Unit Management** hierarchy is: **Unit Name** → **Student Name**.

The user can view the many different levels of **Unit Management** data by double-clicking on the icon to the left of the level name.

The SheetBar buttons available in the **Unit Management** section are:



A person in charge of a unit may have students attending many different classes and may not be familiar with all the class information. Unit management gives this person a

single place to view all the personnel. Highlighting a student causes all of the classes that student is attending to be displayed in the detailed view.

A user can click and drag student names within one unit to another unit on the same screen. This action places a copy of the student into a different unit, but does not delete the student name from where it was copied.

Unit commanders are usually in charge of non-academic exercises like range qualifications or physical fitness scores. They may not have permissions within AIMS-PC to view class information; however, they can view student properties from the unit management view.

3.6.1 Create a New Unit

To create a new unit:

Step 1: Choose **View → Unit Management**.

Step 2: Click the **New Unit** button on the SheetBar. 

A **New Unit** property sheet will appear.

Step 3: Fill out the information on the **Unit** property sheet.

Step 4: Enter the **Unit Identification Code (UIC)** for the unit.

Step 5: Choose the **Domain** from the drop-down list: **Department of Defense**, **Government Agency**, or **Private Industry**.

Step 6: Enter the **Unit Name**.

Step 7: Choose the **Parent Unit** from the drop-down list. This is the primary unit associated with this unit.

Step 8: Place a “✓” in the box if this is a military school. Leave the field blank if this is not a military school.

Step 9: Choose the **School Type** from the drop-down list, either: **Advanced Combat Training**, **Annual**, **Basic Combat Training**, **Initial**, **Other**, **Recurring**, or **War College**.

Step 10: Choose the official **School Name** from the drop-down list.

Step 11: Enter the school street **Address**.

Step 12: Enter the school **City**.

Step 13: Select the school **State** from the drop-down list.

Step 14: Enter the school **Zip Code**.

Step 15: Click the **Apply** button to save the data.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

NOTE: To delete a unit, highlight the unit to be deleted. Select the **Delete** option from the **Edit** menu. The unit is automatically deleted.

3.6.2 Unit Property Fields

The **Unit** property sheet has one tab, **General**. The following graphic (Figure 3-62) illustrates the attributes of the **Unit** property sheet. See Section 3.6.1 for more information on modifying these fields.

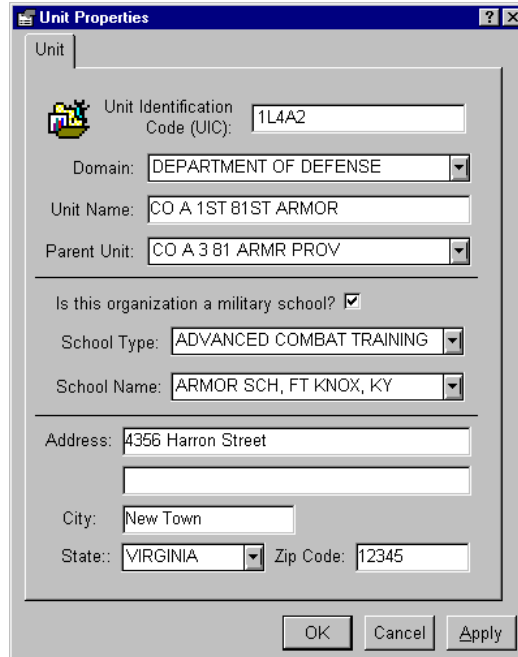
The image shows a Windows-style dialog box titled "Unit Properties" with a "Unit" tab selected. The dialog contains several input fields and dropdown menus. The "Unit Identification Code (UIC)" field contains "1L4A2". The "Domain" dropdown is set to "DEPARTMENT OF DEFENSE". The "Unit Name" field contains "CO A 1ST 81ST ARMOR". The "Parent Unit" dropdown is set to "CO A 3 81 ARMOR PROV". There is a checked checkbox for "Is this organization a military school?". The "School Type" dropdown is set to "ADVANCED COMBAT TRAINING". The "School Name" dropdown is set to "ARMOR SCH, FT KNOX, KY". The "Address" field contains "4356 Harron Street". The "City" field contains "New Town". The "State" dropdown is set to "VIRGINIA". The "Zip Code" field contains "12345". At the bottom right, there are three buttons: "OK", "Cancel", and "Apply".

Figure 3-62: Unit Property Sheet

3.6.3 New Student Wizard

The *New Student Wizard* allows a user to either assign a current student to a unit or create a new student within a unit. The *New Student Wizard* guides the user through an easy-to-use set of instructions, separated by individual screens, to attach a preexisting or new student to a unit.

When the *New Student* button is selected, a *New Student Wizard* screen appears. There are two *Student Creating Options* that appear on the screen:

- *Select an existing student from a pick list.*
- *Use a blank student property window.*

3.6.3.1 Attach an Existing Student to a Unit

To attach an existing student to a unit:

Step 1: Choose **View → Unit Management**.

Step 2: Select the desired *Unit*.

NOTE: If a user tries to add a new student without a unit selected, the following message appears, “*First select the unit you want the student assigned to.*”

Step 3: Click the *New Student* button.

A *New Student Wizard* screen appears (see Figure 3-63).

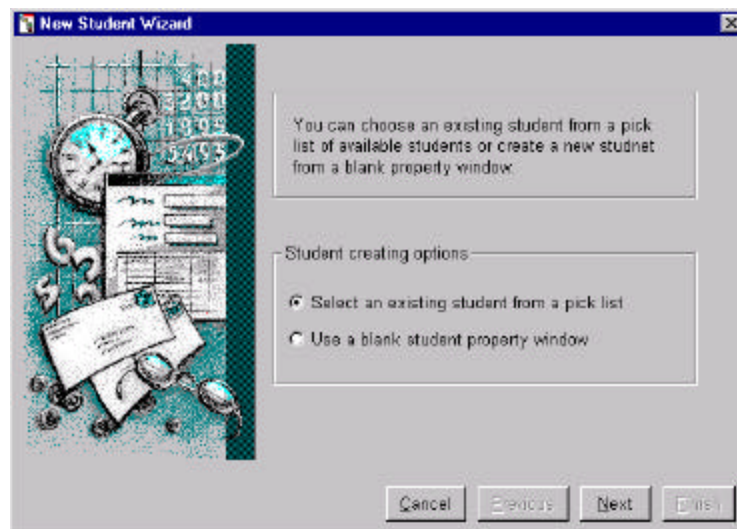


Figure 3-63: New Student Wizard

Step 4: Choose “*Select an existing student from a pick list.*”

Step 5: Click the **Next** button.

A window of existing students will appear (see Figure 3-64). The following attributes are displayed: **Student Name** and **Student Identifier**.

NOTE: At this point in the wizard and throughout the following screens, the user can click the **Previous** button to return to and modify previous screens, or the **Cancel** button to close the wizard without making any changes.

Step 6: Select the desired student(s) from the pick list.

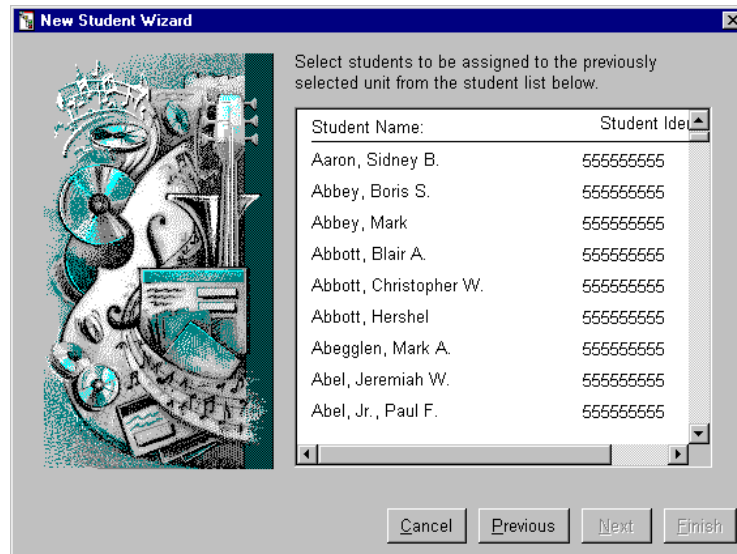


Figure 3-64: New Student Wizard

Step 7: Click the **Finish** button to add the students to the unit.

OR

Click the **Previous** button to return to and modify a previous screen.

OR

Click the **Cancel** button to exit the wizard without adding a new student.

3.6.3.2 Create a New Student Using a Blank Student Property Window

To create a new student for a unit using a blank student property window:

Step 1: Choose **View → Unit Management**.

Step 2: Select the desired **Unit**.

NOTE: If a user tries to create a new student without a unit selected, the following message appears, “**First select the unit you want the student assigned to.**”

Step 3: Click the **New Student** button.

A **New Student Wizard** screen will appear (see Figure 3-65).

Step 4: Choose “**Use a blank student property window.**”

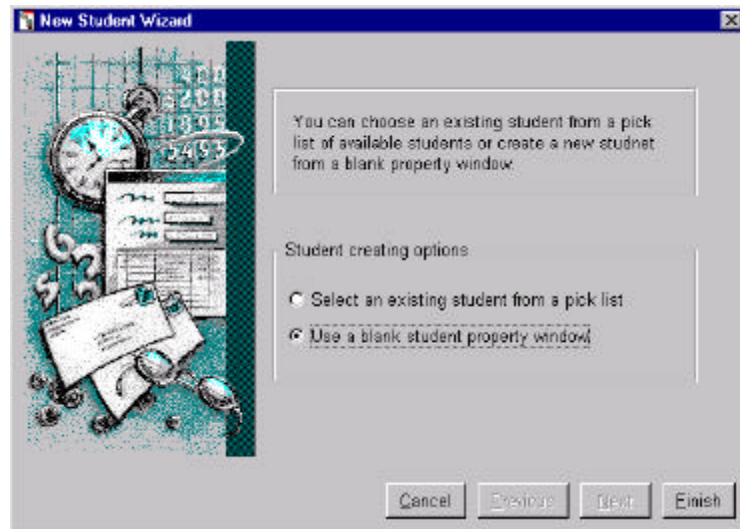


Figure 3-65: New Student Wizard

Step 5: Click the **Finish** button.

Step 6: A blank **Student** property sheet will appear (see Figure 3-66).

Step 7: Fill in all the data fields on the **General** and **Occupation** tab (see Section 3.5.2). The other tabs are optional and not all of the **Student** property tabs will be available.

WARNING!: Once the student’s **Person ID** is saved to the database, it cannot be changed.

Step 8: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

Figure 3-66: Blank Student Property Sheet

3.6.4 Assign a Student to a Unit using Drag and Drop

Unit Management also allows a user to add existing students to a unit by simple drag and drop functionality. To assign a student to a unit using drag and drop functionality from the **Student Management** view:

Step 1: Choose **View** → **Unit Management**.

Step 2: Click the **New View** button. 

Step 3: Choose **View** → **Student Management**.

Step 4: Display the windows so both the **Unit Management** and **Student Management** views are visible.

NOTE: *Student Management* should be the active view. See Section 2.5.2.3 for more details on multiple views.

Step 5: Determine the unit to which students are to be added.

Step 6: Select a student from the right side of the **Student Management** window by clicking and holding the mouse button on the student's name.

- Step 7:** Without releasing the mouse button, drag the student's name to the desired unit listed in the **Unit Management** window. The unit will become highlighted when it is selected.
- Step 8:** When the unit name is highlighted, release the mouse button.
- Step 9:** Click the unit name to display the list of students. The student is now part of the selected unit.
- Step 10:** To add additional students, repeat steps 6-8.

NOTE: The user can also drag and drop a student into a unit from the **Class Management** view. Follow the same steps above except select **Class Management** instead of **Student Management**.

3.6.5 Find – Unit Management

The **Find** option provides a user the ability to search through **Unit Names** and **Student Names** for requested data. To use this function, select **Find** from the **Edit** menu. A **Find Item** property sheet will appear (see Figure 3-67).

Figure 3-67: Find Item (Unit Management)

To locate an item in the database:

- Step 1:** Select **Edit → Find**.
- Step 2:** Fill in the **Find What** text box with the data to be used for the search.
- Step 3:** Select what the search data should match from the **Where** drop-down list. The user can select from the following three options: **Any Part of Column**, **Match Whole Column**, or **Start of Column**.
- Step 4:** Select where to search for the data from the **Search In** drop-down list. The user can select from the options: **Unit Names** and **Student Names**.
- Step 5:** Select the **Direction** of the search. Choose **Up** to search from bottom to top or **Down** to search top to bottom.

Step 6: Select the **Match Case** box to restrict the search to data that matches the case of the **Find What** data. Deselect the **Match Case** box to search the data regardless of the case. A check mark indicates the **Match Case** has been activated.

Step 7: Click the **Find First** button to find the first item to match the **Find What** data.

Step 8: Click the **Find Next** button to find the next item to match the **Find What** data.

NOTE: The user can change the **Direction** of the search to return to a previously displayed item.

Step 9: Click the **Cancel** button to cancel the search and return to the **Unit Management** window.

3.7 Group Management View

This section explains the **Group Management** view and how to group class attendants that share common properties into a unit.

The **Group Management** hierarchy is: **School Name** → **Group Name** → **Group Attendees**.

The user can view the many different levels of **Group Management** data by double-clicking on the icon to the left of the level name.

The SheetBar buttons available in the **Group Management** section are:



The **Group Management** window is used to group class attendants that share common properties into a unit for the ease of manipulating them. There are three levels in this window. The top level is a list of schools that have groups created already. Next level is a group. A group consists of class attendants that come from a same school, but can come from different classes. An associated window has been designed to assign class attendants to a particular group. The bottom level is the class attendant.

New groups can be added based on the needs of the school. Once a group has been created using the **New Group** button, the user will then be able to define the characteristics of that group. A school can have as many groups as necessary for the specific divisions that are identified. Each group can have its own set of specific attributes uniquely distinguishing them from another group.

Student names can be moved and copied from the list of groups that are displayed. Using the drag and drop feature, a user can simply copy the name of one student to a different group.

Once the group name has been selected, a list of attendees is displayed in the detailed view to the right. The attributes displayed with the attendee name are rank, ID, status, and gender.

3.7.1 Create a New Group

To create a new group:

Step 1: Choose **View → Group Management**.

Step 2: Click the **New Group** button on the SheetBar. 

An **Activity Group** property sheet will appear (see Figure 3-68).

Step 3: Fill out the information on the **Activity Group** property sheet.

Step 4: Select the **School Name** from the drop-down list.

Step 5: Enter the desired **Group Name**.

Step 6: Enter the description of the group in the **Group Description** field.

Step 7: Click the **Apply** button to save the data.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

NOTE: To delete a group, highlight the group to be deleted and select **Delete** from the **Edit** menu. The group is automatically deleted.

3.7.2 Group Property Fields

The following graphic (Figure 3-68) illustrates the **Group** property data fields.

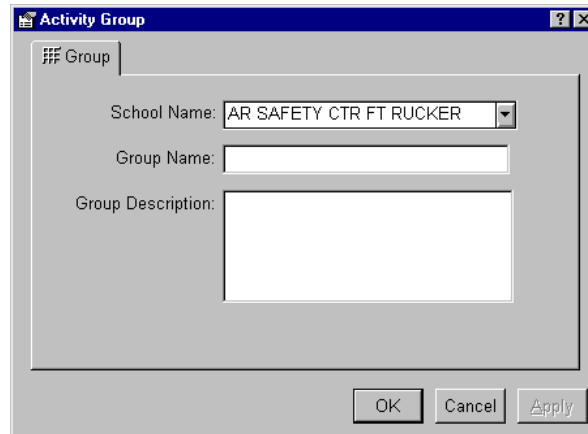


Figure 3-68: Group Property Sheet

3.7.3 Group Mix Wizard

The **Group Mix Wizard** tool provides the user with an easy step-by-step method for defining the characteristics of a group. A user can specify the number and attributes of students for a group, by simply choosing options on a screen. The system prompts the user for all necessary information using screen-by-screen prompts, so there is no chance an option will be overlooked. To use the **Group Mix Wizard** function:

Step 1: Choose **View → Group Management**.

NOTE: *Group Management must be active before the Group Mix Wizard option will appear in the Tools menu.*

Step 2: Select the desired group.

Step 3: Choose **Tools → Group Mix Wizard**.

A **Group Mix Wizard** screen appears (see Figure 3-69).

Step 4: Use the spin list to select the **Number of Students** for the mix group.

Step 5: Select either **Add to Group** or **Replace Group**. The circle next to the selected option will be highlighted.

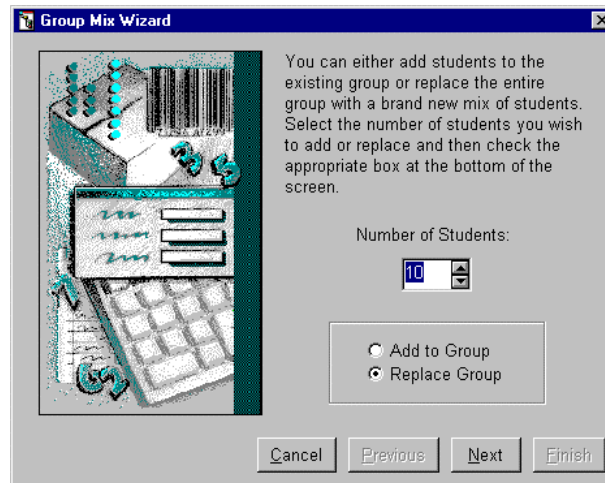


Figure 3-69: Group Mix Wizard

Step 6: Click the **Next** button to continue.

NOTE: At this point and throughout the following screens the user can select the **Previous** button to return to and modify a previous screen. The user can also select the **Cancel** button to close the **Group Mix Wizard** screen without saving any data.

Step 7: Select each of the options on how the group will be characterized. To select an attribute, simply click on the box next to it. A “✓” will appear. Click again to remove the “✓” from the box (see Figure 3-70).

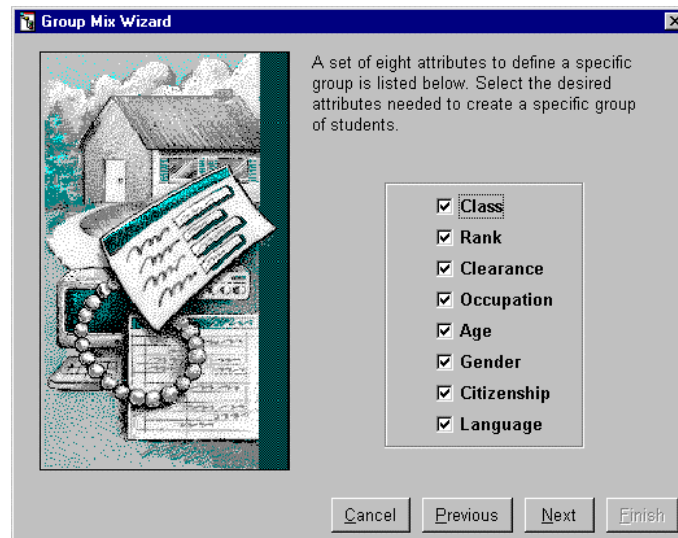


Figure 3-70: Group Mix Wizard

Step 8: Click the **Next** button to continue.

NOTE: The following screens that appear for additional information are based on the attributes selected by the user. The group wizard will search each attribute for the requested number of students. Once the requested number of students has been satisfied, the wizard will disregard any further attributes. For example, if the user is searching for 10 students, the group wizard will search the first selected attribute for the 10 students. If there are only five students available, the group wizard will check the next selected attribute for the remaining five students. When the group wizard has located ten students, the remaining attributes will be ignored.

Step 9: Select the desired **Course/Class(s)** from which to obtain the students. To select a **Course/Class**, place a “✓” in the box in the **Select** column (see Figure 3-71).

NOTE: The user can select one or more of the course/class options.

Fill in the minimum and maximum number of students next to the selected course/class(s).

NOTE: The **Available** column provides the user with the number of students available to be assigned per course/class. This is the same on all the attribute screens.

Course Name	Class Name	Del Grp	Phase	Available	Select
ARMOR CAP	1999 Class 0A	0	23	<input type="checkbox"/>	
ARMOR CAP	1999 Class 0A	0	4	<input type="checkbox"/>	
ARMOR OFF	1999 Class 0A	0	9	<input type="checkbox"/>	
ARMOR OFF	1999 Class 0A	1	3	<input type="checkbox"/>	
ARMOR OFF	1999 Class 0B	0	15	<input type="checkbox"/>	
ARMOR OFF	1999 Class 0Z	0	2	<input type="checkbox"/>	
ARMOR OFF	1999 Class 0Z	1	3	<input type="checkbox"/>	

Figure 3-71: Group Mix Wizard – Class Screen

Step 10: Click the **Next** button to continue.

Step 11: Select the **Rank(s)** that are to be represented in the group. To select a **Rank**, place a “✓” in the box in the **Select** column (see Figure 3-72).

Fill in the minimum and maximum number of students next to the selected rank(s).

Rank	Available	Select	At Least	No More Than
AB-USAF	1	<input type="checkbox"/>		
AMN-USAF	2	<input type="checkbox"/>		
CPT-USAF	2	<input type="checkbox"/>		
CPT-USARMY	1	<input checked="" type="checkbox"/>	1	1
CSMG-USARMY	3	<input checked="" type="checkbox"/>	3	3
GS11-CS	2	<input checked="" type="checkbox"/>	2	2
LMJ-USARMY	1	<input checked="" type="checkbox"/>	1	1
LT1-USARMY	2	<input checked="" type="checkbox"/>	2	2
LTC-USARMY	1	<input checked="" type="checkbox"/>	1	1

Figure 3-72: Group Mix Wizard – Rank Screen

Step 12: Click the **Next** button to continue.

Step 13: Select the **Clearance** the students in the group should have. To select a **Clearance**, place a “✓” in the box in the **Select** column (see Figure 3-73).

Fill in the minimum and maximum number of students next to the selected clearance(s).

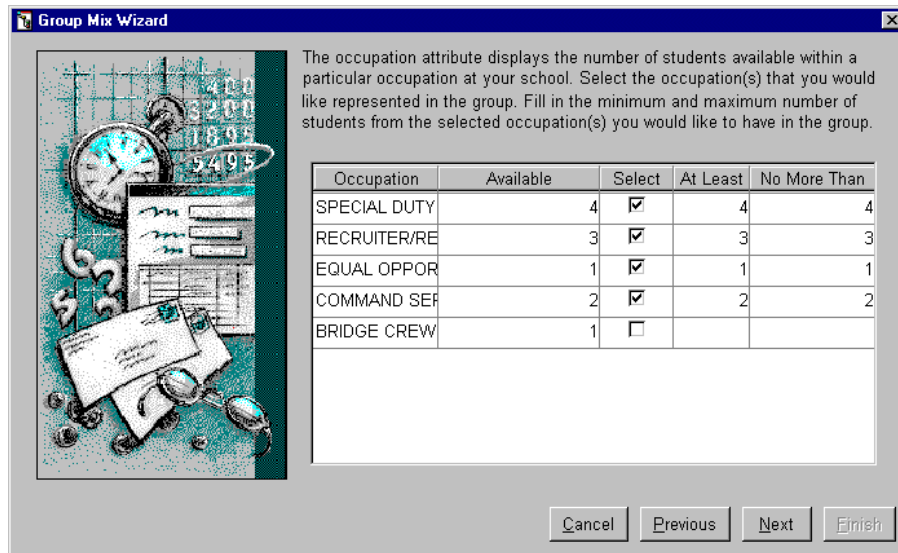
Clearance	Available	Select	At Least	No More Than
Confidential	1	<input type="checkbox"/>		
Secret	6	<input checked="" type="checkbox"/>	6	6
Top Secret	4	<input checked="" type="checkbox"/>	4	4
Unclassified	1	<input checked="" type="checkbox"/>		

Figure 3-73: Group Mix Wizard – Clearance Screen

Step 14: Click the **Next** button to continue.

Step 15: Select the **Occupation(s)** to be represented in the mix group. To select an **Occupation**, place a “✓” in the box in the **Select** column (see Figure 3-74).

Fill in the minimum and maximum number of students next to the selected occupation(s).



The occupation attribute displays the number of students available within a particular occupation at your school. Select the occupation(s) that you would like represented in the group. Fill in the minimum and maximum number of students from the selected occupation(s) you would like to have in the group.


Occupation	Available	Select	At Least	No More Than
SPECIAL DUTY	4	<input checked="" type="checkbox"/>	4	4
RECRUITER/RE	3	<input checked="" type="checkbox"/>	3	3
EQUAL OPPOR	1	<input checked="" type="checkbox"/>	1	1
COMMAND SEF	2	<input checked="" type="checkbox"/>	2	2
BRIDGE CREW	1	<input type="checkbox"/>		

Buttons: Cancel, Previous, Next, Finish

Figure 3-74: Group Mix Wizard – Occupation Screen

Step 16: Click the **Next** button to continue.

Step 17: Select the highest age (**Older Than**) limit and the lowest age (**Younger Than**) limit to be represented (see Figure 3-75).



Provide age information desired for the group:

Older Than	Younger Than	Available
25	40	21

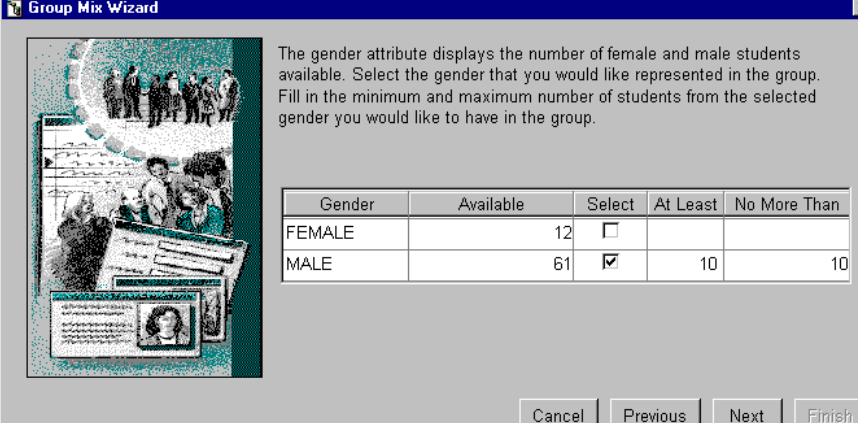
Buttons: Cancel, Previous, Next, Finish

Figure 3-75: Group Mix Wizard – Age Screen

Step 18: Click the **Next** button to continue.

Step 19: Select the **Gender(s)** to be represented in the mix group. To select a **Gender**, place a “✓” in the box in the **Select** column (see Figure 3-76).

Fill in the minimum and maximum number of students next to the selected gender(s).



The gender attribute displays the number of female and male students available. Select the gender that you would like represented in the group. Fill in the minimum and maximum number of students from the selected gender you would like to have in the group.

Gender	Available	Select	At Least	No More Than
FEMALE	12	<input type="checkbox"/>		
MALE	61	<input checked="" type="checkbox"/>	10	10

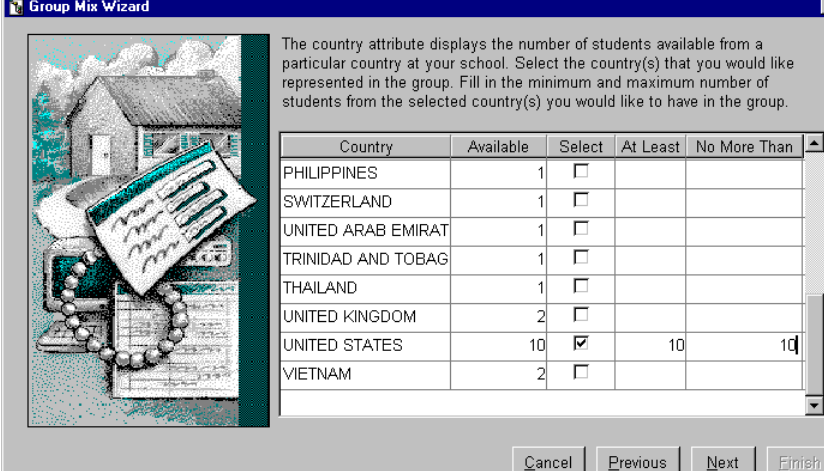
Buttons: Cancel, Previous, Next, Finish

Figure 3-76: Group Mix Wizard – Gender Screen

Step 20: Click the **Next** button to continue.

Step 21: Select the **Country(s)** to be represented in the mix group. To select a **Country**, place a “✓” in the box in the **Select** column (see Figure 3-77).

Fill in the minimum and maximum number of students next to the selected country(s).



The country attribute displays the number of students available from a particular country at your school. Select the country(s) that you would like represented in the group. Fill in the minimum and maximum number of students from the selected country(s) you would like to have in the group.

Country	Available	Select	At Least	No More Than
PHILIPPINES	1	<input type="checkbox"/>		
SWITZERLAND	1	<input type="checkbox"/>		
UNITED ARAB EMIRAT	1	<input type="checkbox"/>		
TRINIDAD AND TOBAG	1	<input type="checkbox"/>		
THAILAND	1	<input type="checkbox"/>		
UNITED KINGDOM	2	<input type="checkbox"/>		
UNITED STATES	10	<input checked="" type="checkbox"/>	10	10
VIETNAM	2	<input type="checkbox"/>		

Buttons: Cancel, Previous, Next, Finish

Figure 3-77: Group Mix Wizard – Country Screen

Step 22: Click the **Next** button to continue.

Step 23: Select the language(s) to be represented in the mix group. To select a **Language**, place a “✓” in the box in the **Select** column (see Figure 3-78).

Fill in the minimum and maximum number of students next to the selected language(s).

Language	Available	Select	At Least	No More Than
English	51	<input checked="" type="checkbox"/>	10	10

Figure 3-78: Group Mix Wizard – Language Screen

Step 24: Once all the attributes have been entered, click the **Finish** button.

Step 25: The new group is created based on the attributes the user just defined.

NOTE: If some of the characteristics set for the group can not be satisfied by the available students the following message is displayed: “**Some of the minimum requirements are not satisfied. Do you want to continue to mix the group or stop?**”. The user can select **Yes** to continue, or **No** to close the group wizard without defining the group.

If the user chooses to continue the mix group, a second message may appear, “**Can not find enough rows for the group do you want to continue?**”. The user can select **Yes** to continue or **No** to close the group wizard without defining the group.

If the second message appears and the user chooses to continue the mix group, the criteria chosen will not match any of the current students. An error message will display whenever the user tries to assign a new student to the group. Refer to Section 3.7.4 for more details on assigning a student to a group.

3.7.4 Assign a Student to a Group

Once a group has been created, the user can assign students to that group.

To assign a student to a group:

Step 1: Choose **View → Group Management**.

Step 2: Double-click on each level name to expand all the hierarchy levels.

Step 3: Select the desired group.

NOTE: If the user tries to assign a new student without a group selected, the following message appears, “**You need to select a group first.**”

Step 4: Click the **New Student** button located on the SheetBar.

An **Assign Student to Group** property sheet will appear (see Figure 3-79). A list of student SSN/PPN’s and student names is displayed.

NOTE: Only students associated with the school to which the group is assigned will display in the **Assign Student to Group** property sheet.



Figure 3-79: Assign Student to Group

Step 5: Select the name of the student(s) to be added.

NOTE: If multiple students are desired, hold the **[Ctrl]** key down while selecting the other student names, or the **[Shift]** key to select a list of students.

Step 6: Once all student names have been selected, click the **Apply** button to add the students to the selected group without closing the property sheet.

OR

Click the **OK** button to add the students to the selected group and exit the screen.

OR

Click the **Cancel** button to exit the screen without adding any students to the group.

NOTE: To delete a student from a group, highlight the student name(s) and select **Edit → Delete**.

3.7.5 Assign a Student to a Group using Drag and Drop

In addition to assigning students to a group via the **Assign Student to Group** property sheet, a user can use simple drag and drop functionality. To drag and drop a student into a group from the **Class Management** view:

Step 1: Choose **View → Group Management**.

Step 2: Click the **New View** button. 

Step 3: Choose **View → Class Management**.

Step 4: Display the windows so both the **Group Management** and **Class Management** views are visible.

NOTE: **Class Management** should be the active view. See Section 2.5.2.3 for more details on multiple views.

Step 5: Double-click on each level name to expand all the hierarchy levels.

Step 6: Click the desired class to display the student names on the right side of the **Class Management** window.

Step 7: Determine the group to which students are to be added.

Step 8: Select a student from the right side of the **Class Management** window by clicking and holding the mouse button on the student's name.

- Step 9:** Without releasing the mouse button, drag the student's name to the desired group listed in the **Group Management** window. The group will become highlighted when it is selected.
- Step 10:** When the group name is highlighted, release the mouse button.
- Step 11:** Click the group name to display the list of students. The student is now part of the selected group.
- Step 12:** To add additional students, repeat steps 6-10.

NOTE: The user can also drag and drop a student from the **Student Management** view into a group. Follow the same steps listed above, except select **Student Management** instead of **Class Management**.

3.7.6 Find – Group Management

The **Find** option provides a user the ability to search through **School Names**, **Group Names** and **Attendant Names** for requested data. To use this function, select **Find** from the **Edit** menu. A **Find Item** property sheet will appear (see Figure 3-80).

Figure 3-80: Find Item (Group Management)

To locate an item in the database:

- Step 1:** Select **Edit → Find**.
- Step 2:** Fill in the **Find What** text box with the data to be used for the search.
- Step 3:** Select what the search data should match from the **Where** drop-down list. The user can select from the following three options: **Any Part of Column**, **Match Whole Column**, or **Start of Column**.
- Step 4:** Select where to search for the data from the **Search In** drop-down list. The user can select from the options: **School Names**, **Group Names**, and **Attendant Names**.
- Step 5:** Select the **Direction** of the search. Choose **Up** to search from bottom to top or **Down** to search top to bottom.

Step 6: Select the **Match Case** box to restrict the search to data that matches the case of the **Find What** data. Deselect the **Match Case** box to search the data regardless of the case. A check mark indicates the **Match Case** has been activated.

Step 7: Click the **Find First** button to find the first item to match the **Find What** data.

Step 8: Click the **Find Next** button to find the next item to match the **Find What** data.

NOTE: The user can change the **Direction** of the search to return to a previously displayed item.

Step 9: Click the **Cancel** button to cancel the search and return to the **Group Management** window.

3.8 Distant Learning

The **Distant Learning** option currently provides users with access to a web browser. The predefined web site is the TRADOC Home Page. Users can add additional entries to the list of web sites, as well as modify current web addresses.

The future **Distant Learning** option will allow schools to share their database connection with the Distant Learning web site. Users who are working with courses can use the **Distant Learning** option to upload and download the latest POI for courses.

The Distant Learning web site will play a dynamic role in the education of today's soldiers. This web site allows soldiers to register, apply for correspondence courses, as well as take tests via the Internet.

The hierarchy is: **Web Site Name** → **Web Site**.

The SheetBar buttons available in the **Distant Learning** section are:



3.8.1 Access a Web Site

The following graphic (Figure 3-81) illustrates the *Distant Learning* property data fields.

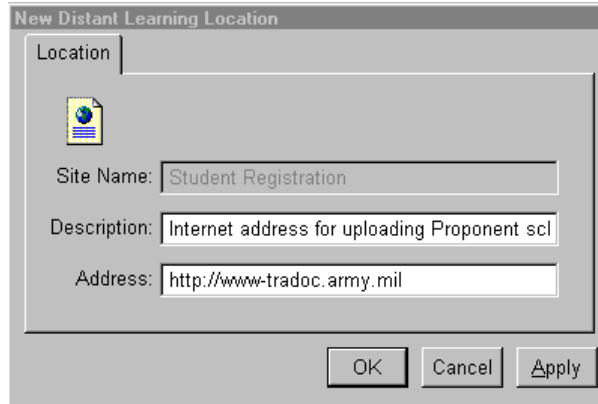


Figure 3-81: New Distant Learning Location Property Sheet

To edit an existing web site:

Step 1: Choose **View** → *Distant Learning*.

Step 2: Select the desired location name.

Step 3: Choose **Edit** → *Properties*.

The *Distance Learning* property sheet will appear.

Step 4: The *Site Name* cannot be modified and is grayed-out.

Step 5: Enter the site *Description* in the text box.

***NOTE:** This will permanently modify the description of the displayed site name.*

Step 6: Enter the web *Address* to be accessed.

Step 7: Click the **Apply** button to save the data and enter another web site.

OR

Click the **OK** button to access the new web address.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

3.8.2 Add a New Web Site

To add a new web site:

Step 1: Select **View → Distant Learning**.

Step 2: Select **File → New → Location**.

Step 3: A **Location** property sheet will appear.

Step 4: Enter the **Site Name** in the text box.

Step 5: Enter the site **Description** in the text box.

Step 6: Enter the web **Address** in the text box.

Step 7: Click the **Apply** button to save the data and enter another web site.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

SECTION 4 TOOLS

The **Tools** menu options are those components of the AIMS-PC system that allow the user to create, view, and manipulate student and school information on a different level. The AIMS-PC tools allow a user to maintain and produce reports, create and print diplomas, maintain database tables, and manage user privileges. The **Tools** also allow a user to import and export data from three other Army systems. The relationship between these Army systems and the AIMS-PC is displayed in Figure 4-1. AIMS-PC is composed of the following seven tools:

- Reports
- Diploma Design
- Database Maintenance
- Access Security
- Business Rule Edit
- User Logon
- Interface Agreements
 - Army Training Requirements and Resources System (ATRRS)
 - Reception Battalion Automated Support System (RECBASS)
 - Automated Systems Approach to Training (ASAT).

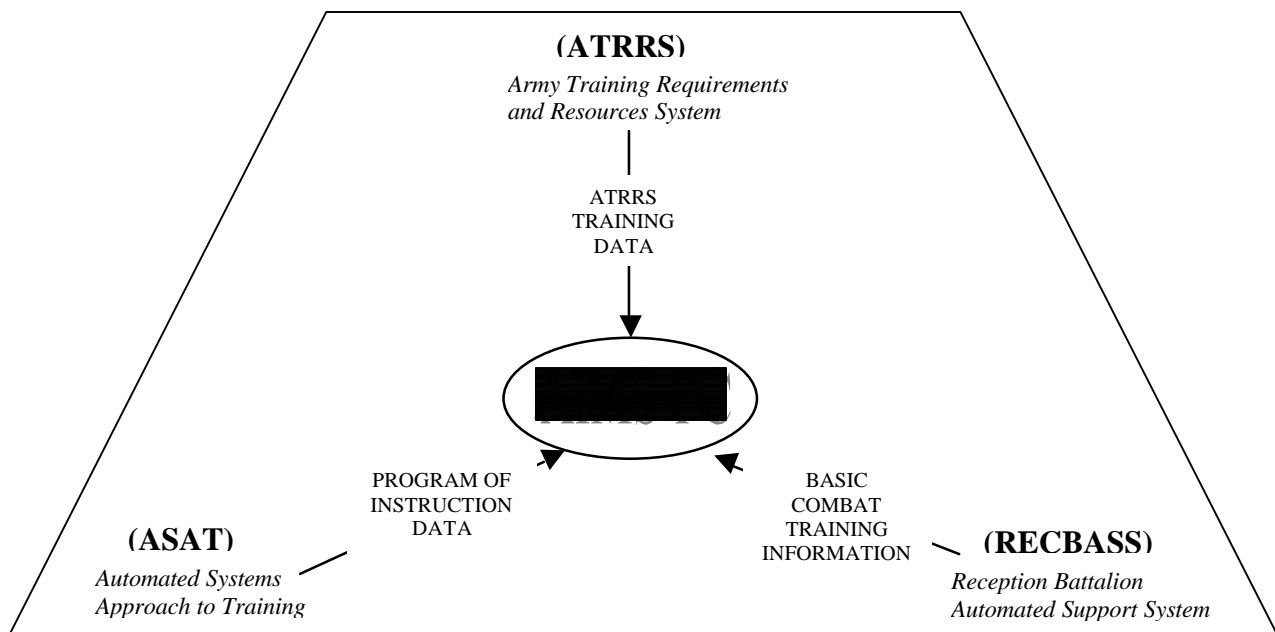


Figure 4-1: Interface Agreements

Access to the individual tools is based on the individual using the system. A user is allowed access to the tools based on the job being performed. For example, the FA uses **Access Security** to set an individual user's access and **Database Management** to maintain

data in the database tables. The instructors use **Reports** and **Diploma Design** to produce required training reports and student diplomas. Not all users will have access to these menu options. If a user does not have permission to access a tool, it will be grayed-out. Please check with your SA.

4.1 Reports

This section explains the **Reports** tool of the AIMS-PC system and how to use it.

AIMS-PC supports Army Instructors with creating, viewing, and printing evaluation and management reports. The **Reports** tool allows a user to manipulate data within the system in order to create a variety of reports. This data can be accessed through a **Retrieve Arguments** property sheet without multiple entry. The **Reports** tool uses the requested data to create a well-organized report with visible columns. Users may simply view a report, save the data for future use and/or generate a copy using the print option. The reports are divided into the following two categories:

- **Class Management**
- **Course Management**

4.1.1 Class Management Reports

The **Class Management** category contains a drop-down list of reports that provide users with a summary of class and gradebook data on students.

4.1.1.1 Academic Evaluation Report

The **Academic Evaluation Report** allows a user to obtain a listing of academic evaluations from a specific school, course, and class. The report provides users with each student's performance summary, performance of demonstrated abilities, and any evaluation comments. The user can filter the report to only see selected individuals' academic evaluations.

Tools → Reports → Class Management ♦ Academic Evaluation Report

4.1.1.1.1 Generating the Academic Evaluation Report

To create an Academic Evaluation report:

Step 1: Click the **Academic Evaluation Report** name in the list of report names under **Class Management**. The **Academic Evaluation Report** will appear on the right side of the report window with a **Retrieve Arguments** property sheet in front of the report (see Figure 4-2).

Step 2: Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools. The **Course Name**, **Delivery Group**, **Phase**, and **Class Name** drop-down lists are updated with values that correspond to the selected school.

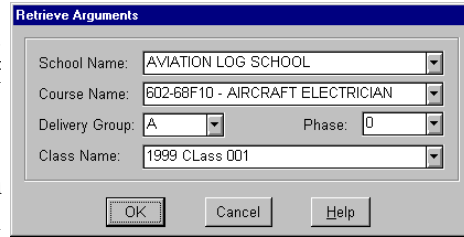


Figure 4-2: Retrieve Arguments

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the drop-down list of delivery groups available for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class Name** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from a list of available classes.

Step 3: Click the **OK** button to close the *Retrieve Arguments* property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 4-3).

OR

Click the **Cancel** button to close the *Retrieve Arguments* property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to access the on-line help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the *Academic Evaluation Report*.

SERVICE SCHOOL ACADEMIC EVALUATION REPORT					DATE	
For use of this form, see AR 623-1; the proponent agency is MILPERCEN.					30 June 1999	
1. LAST NAME - FIRST NAME - MIDDLE INITIAL Bell, Smitty R.		2. SSN 555-55-5555	3. GRADE MAJ	4. BR	5. SPECIALTY/MOSC 11A	
6. COURSE TITLE COMBAT SERVICE SUPPORT 1999 Class 001		7. NAME OF SCHOOL ATMC		8. COMP ARNG		
9. TYPE OF REPORT <input checked="" type="checkbox"/> RESIDENT <input type="checkbox"/> NONRESIDENT	10. PERIOD OF REPORT From: /Year, Month, Day/ Thru: /Year, Month, Day/		11. DURATION OF COURSE From: 1998 10 13 Thru: 1998 10 14			
12. EXPLANATION OF NONRATED PERIODS						
13. PERFORMANCE SUMMARY			14. DEMONSTRATED ABILITIES			
"a. <input type="checkbox"/> EXCEEDED COURSE STANDARDS <i>(limited to 20% of class enrollment)</i> b. <input checked="" type="checkbox"/> ACHIEVED COURSE STANDARDS "c. <input type="checkbox"/> MARGINALLY ACHIEVED COURSE STANDARDS "d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS <i>*Rating must be supported by comments in ITEM 16.</i>			a. WRITTEN COMMUNICATION <input checked="" type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR b. ORAL COMMUNICATION <input checked="" type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR c. LEADERSHIP SKILLS <input checked="" type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR d. CONTRIBUTION TO GROUP WORK <input checked="" type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR e. EVALUATION OF STUDENT'S RESEARCH ABILITY <input checked="" type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR <i>*(SUPERIOR/UNSAT) rating must be supported by comments in ITEM 16)</i>			
15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A <i>(A "NO" response must be supported by comments in ITEM 16)</i>						
16. COMMENTS <i>(This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of the student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs.)</i>						

Figure 4-3: Academic Evaluation Report

The following information is shown in the **Academic Evaluation Report**:

- | | |
|---|---|
| Date | The date of the report. |
| 1. Last, First Name and Middle Initial | The student's full name. |
| 2. SSN | Student Social Security Number. |
| 3. Grade | The student's grade. |
| 4. BR | The branch of service for the student. |
| 5. Specialty/MOSC | The student's military occupation specialty. |
| 6. Course Title | The title of the course. |
| 7. Name of School | The name of the school at which the student is enrolled. |
| 8. Comp | The code that identifies the student's service components. |
| 9. Type of Report | The type of report being issued: Resident or Non Resident . |
| 10. Period of Report | The time frame (from and through) for which the student is being evaluated (yyyy-mm-dd). |
| 11. Duration of Course | The date the course started and ended (yyyy-mm-dd). |
| 12. Explanation of Nonrated Periods | Any textual remarks explaining why a student was not evaluated for a particular time frame. |
| 13. Performance Summary | The students overall performance rating. <ul style="list-style-type: none"> a. Exceeded Course Standards b. Achieved Course Standards c. Marginally Achieved Course Standards d. Failed To Achieve Course Standards |

- 14. Demonstrated Abilities** The student's performance rating in the following specific areas:
- a. Written Communication
 - b. Oral Communication
 - c. Leadership Skills
 - d. Contribution to Group Work
 - e. Evaluation of Student's Research Ability
- 15. Has The Student Demonstrated The Academic Potential For Selection To Higher Level Schooling/Training?** Indicates if the student is eligible to move to a higher level.
- 16. Comments** Any textual data supporting the student's performance ratings.
- 17. Authentication** The required signatures authenticating the evaluation. This includes the Name, Grade, Branch, and Title of the Preparing Officer.
- 18. Military Personnel Officer**
- a. **Forwarding Address** The forwarding address of the student rated.
 - b. **Distribution** The distribution of the evaluation.
 - Student
 - Unit CDR
 - Student's Official Military Records

4.1.1.1.2 Columns and Filters in the Academic Evaluation Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Academic Evaluation* report.

- Full Name
- Person's Identifier
- Rank Name
- Specialty/MOSC
- Course Name
- School Name
- Service Component
- Comment Text
- Revision Number
- Prepares Name
- Education Code
- Occupation

The *Filter by Person* option is also available with this report (see Section 4.1.3.6 for more information).

4.1.1.2 AIT – Form 5286-R Report

The Advanced Individual Training (*AIT*) – *Form 5286-R* report allows a user to obtain a listing of academic evaluations from a specific school, course, and class. The user can also filter the report to only see selected individual's academic evaluations.

Tools → Reports → Class Management ♦ AIT-Form 5286-R Report

4.1.1.2.1 Generating the AIT – Form 5286-R Report

To create an AIT-Form 5286-R report:

Step 1: Click the *AIT – Form 5286-R* report name in the list of report names under *Class Management*. The *AIT – Form 5286-R* report will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report (see Figure 4-4).

Step 2: Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools. The **Course Name**, **Delivery Group**, **Phase**, and **Class Name** drop-down lists are updated with values that correspond to the selected school.

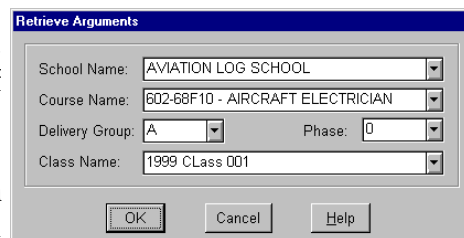


Figure 4-4: Retrieve Arguments

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the drop-down list of delivery groups available for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class Name** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from a list of available classes.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 4-5).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to access the on-line help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **AIT – Form 5286-R**.

*** FOR OFFICIAL USE ONLY ***

1999-11-17

AUTOMATED DA FORM 5286-R

**INDIVIDUAL TRAINING RECORD
ADVANCED INDIVIDUAL TRAINING (AIT)**
(FOR USE OF THIS FORM SEE TRADOC REG 350-6; PROPONENT IS TRADOC)

1. NAME (Last, First, M.)	2. SSN	3. ORGANIZATION	4. INSTALLATION
Cochran, Dale C.	555-55-5555		USATC, FT. KNOX/100TH DV

5. NEW START: NO NEW STARTS
6. CONSTRUCTIVE CREDIT: REASON:

7. POI SUBJECTS TRAINED/TESTED	DATE COMPLETED/SCORE
(1) Benefits of Honorable Discharge	1999-Nov-12 100 GO
(2) Code of Conduct/SERE	1999-Nov-12 100 GO

(Annotates GO, NO-GO)

FINAL ARMY PHYSICAL FITNESS TEST

PUSHUPS: 50 / 71
SITUPS: 55 / 63
RUN: 14:30 / 79
TOTAL: 213

8. ADDITIONAL INFORMATION

HEIGHT: 75 IN

Figure 4-5: AIT – Form 5286-R

The following information is shown in the **AIT – Form 5286-R**:

- | | |
|--------------------------------------|--|
| 1. Name (Last, First, M) | The student's full name. |
| 2. SSN | The student's SSN. |
| 3. Organization | The unit the student is currently in. |
| 4. Installation | The school the course is associated with. |
| 5. New Start | Indicates when a student is recycled out or recycled in a course and gives the reason. |
| 6. Constructive Credit Reason | Indicates when a student receives a constructive credit and the reason for the credit. |

- | | |
|---|---|
| <p>7. POI Subjects Trained/Tested</p> <p>Date Completed/Score</p> | <p>A list of program instructed subjects for which the student is trained or tested.</p> <p>The date the training or testing is completed and the score received.</p> |
| <p>8. Additional Information</p> | <p>Information on the student's height and weight.</p> |
| <p>9. Individual has successfully met all Requirements listed in the AIT Program of Instruction (Except as noted on this form)</p> | <p>Indicates if the student has met the AIT Program requirements.</p> |

4.1.1.2.2 Columns and Filters in the AIT – Form 5286-R Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *AIT – Form 5286-R* report.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Full Name • Person's Identifier • Organization Name • School Name | <ul style="list-style-type: none"> • Person's Height • Person's Weight • Maximum Person's Weight |
|--|---|

The *Filter by Person* option is also available with this report (see Section 4.1.3.6 for more information).

4.1.1.3 APFT and BPFT Report

The Army Physical Fitness Test (*APFT*) *and* Basic Physical Fitness Test (*BPFT*) report provides the user with the unit strength and unit test results.

Tools → Reports → Class Management ♦ APFT and BPFT Report

4.1.1.3.1 Generating the APFT and BPFT Report

To create an APFT and BPFT report:

- Step 1:* Click the *APFT and BPFT* report name in the list of report names under *Class Management*. The *APFT and BPFT* report will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report (see Figure 4-6).
- Step 2:* Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School: Click the arrow to select a school from the drop-down list of existing schools. The **Course**, **Delivery Group**, **Phase**, and **Class** drop-down lists are updated with values that correspond to this selected school.

Course: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Figure 4-6: Retrieve Arguments

Delivery Group: Click the arrow to select a delivery group from the drop-down list of available delivery groups for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class Name** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

Class: Click the arrow to select a class from a list of available classes.

Office Symbol: Enter the Office Symbol.

Memorandum for: Enter the name of the person for whom the report is created.

Name: Enter the name of the person creating the report.

Rank: Enter the rank of the person creating the report.

Position: Enter the position of the person creating the report.

Date From – To: Use the spin list to select the time frame of the report. Click the desired date element and using the up and/or down arrows scroll until the correct date is displayed. This should be done for each date element. The specified format is (yyyy-mm-dd).

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 4-7).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to access the on-line help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **APFT and BPFT Report**.

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Page 1 of 5

XXIOF 25-October-1999

MEMORANDUM FOR

SUBJECT: Army Physical Fitness - Basic Physical Fitness Test (APFT/BPFT) Report

COURSE NO/TITLE: 602-68F10/ AIRCRAFT ELECTRICIAN

DELIVERY GROUP: A **PHASE:** 0 **CLASS:** 1999-001

DATE FROM: 19 Oct 1998 **TO:** 17 Mar 1999

1. UNIT STRENGTH:

Number Assigned	7
Number Not Tested	7
Number Tested (w/Std PT test)	0
Number Tested (w/Alt PT test)	0

2. UNIT TEST RESULTS:

QUALIFIED	NUMBER	% OF NO. TESTED
1st Time Go	0	0
Nogo	0	0
High Score		
No. w/High Score	0	0

3. The following is a breakdown of the average score per event and number of NoGo per event (w/std PT test):

Figure 4-7: APFT and BPFT Report

The following information is shown in the **APFT and BPFT** report:

Office Symbol	The office symbol of the receiving office.
Memorandum For	The name of the person for whom the report is created.
Subject	The name of the report.
Course No/Title	The course ID.
Delivery Group	The delivery group of the course.
Phase	The phase ID.
Class	The class ID.

Title The name of the course.
Date From – To The time frame for which the data on the report represents.

1. Unit Strength:

Number Assigned The number of students assigned to the unit.
Number Not Tested The number of students not tested.
Number Tested (w/Std PT test) The number of students tested for the (w/Std PT test).
Number Tested (w/Alt PT test) The number of students tested for the (w/Alt PT test).

2. Unit Test Results:

Qualified 1st Time Go The number of students who qualified the first try.
Qualified NoGo The number of students who did not qualify.
High Score The highest score achieved on the test.
NO. w/High Score The number of students who achieved the highest score.

3. The following is a breakdown of the average score per event and number of NoGo per event (w/std PT test):

NO This column numbers the events in sequential order.
Event The name of the event the class was tested for.
Average Points The average points for each event.
of NoGo The number of students who did not qualify.
% NoGo of Tested The percentage of students tested who did not qualify.

4. The personnel listed in enclosure 1 have received a NoGo for the reasons stated.

5. The personnel listed in enclosure 2 were not tested during testing.

6. The personnel listed in enclosure 3 have received perfect scores (w/std PT test).

The *APFT and BPFT* report provides the user with the following three enclosures plus a sheet of supporting information, listed below:

The following information is shown under *Event Fail Sheet*:

NO This column numbers the students in sequential order.
SSN The student's SSN.
Name The student's full name.
Rank The student's rank.

Event	The event the student failed.
Score	The score the student received on the event.

The following information is shown under *Names of Not Tested*:

NO	This column numbers the students in sequential order.
SSN	The student's SSN.
Name	The student's full name.
Rank	The student's rank.
Exempt	Indicates if the student was exempt from the test.

The following information is shown under *Student Received Perfect Scores*:

NO	This column numbers the students in sequential order.
SSN	The student's SSN.
Name	The student's full name.
Rank	The student's rank.
Event	The event the student failed.
Score	The student's score.

The following information is shown under *Supporting Information (Personnel Data)*:

SSN	The student's SSN.
Name	The student's full name.
Rank	The student's rank.

4.1.1.4 BCT – Form 5286-R Report

The *BCT – Form 5286-R* report allows the user to view a Basic Combat Training (BCT) Individual Training Report (ITR) for all students attending the selected school, course, and class. The evaluation results for all the evaluations taken in Basic Training are shown to the right of each evaluation description.

Tools → Reports → Class Management ♦ BCT-Form 5286-R

4.1.1.4.1 Generating the BCT – Form 5286-R

To create a BCT–Form 5286-R report:

Step 1: Click the **BCT – Form 5286-R Report** name in the list of report names under **Class Management**. The **BCT – Form 5286-R Report** will appear on the right side of the report window with a **Retrieve Arguments** property sheet in front of the report (see Figure 4-8).

Step 2: Select the retrieve arguments from the **Retrieve Arguments** property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools. The **Course Name**, **Delivery Group**, **Phase**, and **Class Name** drop-down lists are updated with values that correspond to the selected school.

Figure 4-8: Retrieve Arguments

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the drop-down list of available delivery groups for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class Name** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from a list of available classes.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 4-9).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to access the on-line help.

NOTE: The default course that will appear in the drop-down list on the **Retrieve Arguments** window will be **750–BT Basic Training**, if in fact the selected school offers this course. The user can change this course selection, if so desired.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **BCT – Form 5286-R**.

*** FOR OFFICIAL USE ONLY ***

AUTOMATED DA FORM 5286-R

**INDIVIDUAL TRAINING RECORD
BASIC COMBAT TRAINING (BCT)**
(FOR USE OF THIS FORM SEE TRADOC REG 350.6; PROPONENT IS TRADOC)

1. NAME (Last, First, M.) Cochran, Dale C.	2. SSN 555-55-5555	3. ORGANIZATION	4. INSTALLATION USATC, FT. KNOX/100TH DV
---	-----------------------	-----------------	---

5. NEW START: NO NEW STARTS

6. CONSTRUCTIVE CREDIT: REASON:

7. POI SUBJECTS TRAINED/TESTED:	DATE COMPLETED/SCORE
A. HQDA-DIRECTED TRAINING:	(Annotates GO, NO-GO)
(1) Benefits of Honorable Discharge	1999-Nov-12 100 GO
(2) Code of Conduct/SERE	1999-Nov-12 100 GO

FINAL ARMY PHYSICAL FITNESS TEST

PUSHUPS:	50 / 71
SITUPS:	55 / 63
RUN:	14:30 / 79
TOTAL:	213

B. PHASE TASKS TRAINED:

C. BCT POI REQUIREMENTS:

COMPLETED 7.5 FOOT MARCHES (FM) (INCLUDES 2 FMS IN LETA)

Figure 4-9: BCT – Form 5286-R

The following information is shown in the **BCT – Form 5286-R** report:

- 1. Name** The student's name.
- 2. SSN** The student's Social Security Number.
- 3. Organization** The unit the student is currently in.
- 4. Installation** The school the course is associated with.
- 5. New Start** Indicates when a student is recycled out or recycled in a course and gives the reason.
- 6. Constructive Credit Reason** Indicates when a student receives a constructive credit and the reason for the credit.
- 7. POI Subjects Tested/Trained** A list of program instructed subjects for which the student is trained or tested.
- Dates Completed/Score** The date the training or testing is completed and the score received.
- 8. Additional Information** Information on the student's height and weight.
- 9. Individual has successfully meet all requirements listed in the BCT Program of Instruction (except as noted on this form)** Indicates if the student has met the BCT program requirements.

4.1.1.4.2 Columns in the BCT – Form 5286-R

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *BCT – Form 5286-R*.

- Full Name
- Person Identifier
- Organization Name
- School Name
- Person's Height
- Person's Weight
- Maximum Person's Weight

4.1.1.5 Casual Student Listing

The *Casual Student Listing* report allows a user to obtain a listing of an individual student or all students that are currently in casual status within a specific school/course/class.

Tools → Reports → Class Management ♦ Casual Student Listing

4.1.1.5.1 Generating the Casual Student Listing Report

To create a Casual Student Listing report:

Step 1: Click the *Casual Student Listing* report name in the list of report names under *Class Management*. The *Casual Student Listing* report will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report (see Figure 4-10).

Step 2: Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools. The **Course Name**, **Delivery Group**, **Phase**, and **Class Name** drop-down lists are updated with values that correspond to this selected school.

Figure 4-10: Retrieve Arguments

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the drop-down list of available delivery groups for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class Name** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from a list of available classes.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 4-11).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the online help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Casual Student Listing**.

*** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA ***									
1999-10-22		CASUAL STUDENT LISTING						Pa	
LOCATION: ALMC									
999999999	LTC	Corley, Michael							
COURSE NAME	DEL GRP	PHS	CLASS	SECTION	UPCG	START DATE	END DATE	# OF DAYS	REASON
COMBAT SERVICE SUPPORT PRE-COMMAND COURSE	A	1	1999 CLASS 001	1		1999-09-09	1999-09-09	1	NONE

Figure 4-11: Casual Student Listing Report

The following information is shown in the **Casual Student Listing Report**:

SSN	Student's Social Security Number.
Rank	Student's rank.
Name	Student's name.
Course Name	Name of the course in which the student is enrolled.
Del Grp	The delivery group of the course.
Phase	The phase of the course.
Class	The class of the course.
Section	Section or group assignment within the class.

UPCG	Gaining Unit Processing Code.
Start Date	Date the student is placed in the casual status.
End Date	Date the student is taken out of casual status.
# of Days	The number of days the student is in casual status.
Reason	Reason why the student is placed in the casual student list.

4.1.1.5.2 Columns and Filters in the Casual Student Listing Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Casual Student Listing* report.

- Person Identifier
- Full Name
- Rank Name
- Section
- Delivery Group
- Organization Identifier
- Course Name
- Description text
- Beginning Date
- End Date

There are two filter functions that are available for this report. They are the *Filter by Person* filter (see Section 4.1.3.6 for more information) and the *Filter by Casual Status* filter (see Section 4.1.3.9 for more information).

4.1.1.6 Class Grade Sheet Report

The *Class Grade Sheet* report allows a user to generate a class grade sheet, broken down by individual student, displayed in a newspaper column style. The user can obtain a list of grades for an entire class, individual students selected by name, or all the allied students in the class.

Tools → Reports → Class Management ♦ Class Grade Sheet

4.1.1.6.1 Generating the Class Grade Sheet Report

To create a Class Grade Sheet report:

Step 1: Click the *Class Grade Sheet* name in the list of report names under *Class Management*. The *Class Grade Sheet* will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report (see Figure 4-12).

Step 2: Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools. The **Course Name**, **Delivery Group**, **Phase**, and **Class Name** drop-down lists are updated with values that correspond to the selected school.

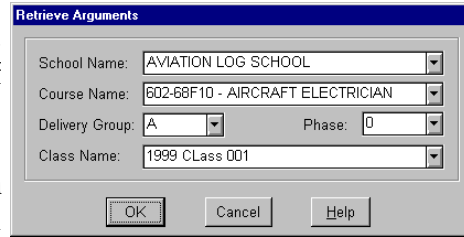


Figure 4-12: Retrieve Arguments

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the drop-down list of delivery groups available for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class Name** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from a list of available classes.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report window will display the report with the retrieved data (see Figure 4-13).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to access the on-line help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Class Grade Sheet** report.

4.1.1.6.2 Columns and Filters in the Class Grade Sheet Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Class Grade Sheet* report:

- Person Identifier
- Section
- Section Standing
- Class Standing
- Full Name
- Rank Name
- Course Average

There are two filter functions that are available for this report. They are the *Filter by Person* filter (see Section 4.1.3.6 for more information) and the *Filter by Allied* filter (see Section 4.1.3.8 for more information).

4.1.1.7 Class Roster Report

The *Class Roster* report allows a user to generate a roster of students for an individual class or for all classes that start during a user-specified time frame. The report is grouped by the course name and class identification.

Tools → Reports → Class Management ♦ Class Roster

4.1.1.7.1 Generating the Class Roster Report

To create a Class Roster report:

Step 1: Click the *Class Roster* name in the list of report names under *Class Management*. The *Class Roster* will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report.

Step 2: Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools.

Retrieve Type: Click the arrow to choose if the report is generated by *Class* (for a given school, course, and class) (see Figure 4-14) or by *Date* (for a given school and time frame) (see Figure 4-15).

If the user chooses *By Date*, the *Retrieve Arguments* property sheet will have *School Name*, *Retrieve Type*, *Start Date*, and *End Date* criteria.

Figure 4-14: Retrieve Arguments By Date

Start Date/End Date: Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

If the user chooses **By Class**, the **Retrieve Arguments** property sheet will have **School Name**, **Retrieve Type**, **Course Name**, **Delivery Group**, **Phase**, and **Class Name**.

Figure 4-15: Retrieve Arguments By Class

The **Course Name**, **Delivery Group**, **Phase**, and **Class Name** drop-down lists are populated with values that correspond to the selected school.

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the drop-down list of delivery groups available for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class Name** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from a list of available classes.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-16).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to access the on-line help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Class Roster** report.

Serv	Code that identifies the student's service components: RA - Regular Army NG - National Guard AR - Army Reserve
QS	Code that identifies the student's unit within ATRRS.
UPCG	Gaining Unit Processing Code.
Section	Class section to which the student is assigned.
Status	The student's status.

4.1.1.7.2 Columns and Filters in the Class Roster Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Class Roster* report:

- Occupation Identifier
- Gaining UPCG
- Quota Source
- Security Clearance
- Gender
- Rank Name
- Start Date
- End Date
- Person Identifier
- Full Name
- Section
- Status
- Service

There are three filter functions that are available for this report. They are the *Filter by Person* filter (see Section 4.1.3.6 for more information), the *Filter by Class Section* filter (see Section 4.1.3.7 for more information), and the *Filter by Allied* filter (see Section 4.1.3.8 for more information).

4.1.1.8 Cost Analysis Report

The *Cost Analysis Report* provides the user with a cost analysis for a specified time frame. With this report, the user can review the number of students in each cost category per course and class.

Tools → Reports → Class Management ♦ Cost Analysis Report

4.1.1.8.1 Generating the Cost Analysis Report

To create a Cost Analysis report:

Step 1: Click the **Cost Analysis Report** name in the list of report names under **Class Management**. The **Cost Analysis Report** will appear on the right side of the report window with a **Retrieve Arguments** property sheet in front of the report (see Figure 4-17).

Step 2: Select the retrieve arguments from the **Retrieve Arguments** property sheet.

School: Click the arrow to select a school from the drop-down list of existing schools.

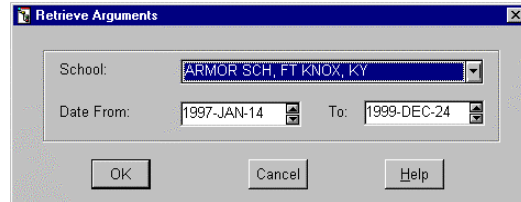


Figure 4-17: Retrieve Arguments

Date From/To: Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-18).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the on-line help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Cost Analysis Report**.

Grad The number of classes of the course that completed within the selected time frame.

4.1.1.8.2 Columns in the Cost Analysis Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Cost Analysis Report*:

- School Name
- Phase Identifier
- Course Version
- Delivery Group
- Length
- Input
- Start Count
- End Count
- Grade Count
- Attendee Count
- Class Count
- Grad Class Count

4.1.1.9 Course Attrition Report

The *Course Attrition Report* provides the user with a quarterly attrition report. By entering a specified time frame, the report can also be used to generate weekly or yearly reports.

Tools → Reports → Class Management ♦ Course Attrition Report

4.1.1.9.1 Generating the Course Attrition Report

To create a Course Attrition report:

Step 1: Click the *Course Attrition Report* name in the list of report names under *Class Management*. The *Course Attrition Report* will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report (see Figure 4-19).

Step 2: Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School: Click the arrow to select a school from the drop-down list of existing schools. The *Course*, *Delivery Group*, and *Phase* drop-down list is updated with values that correspond to this selected school.

Figure 4-19: Retrieve Arguments

Course: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the list of available values for the selected course and school.

Phase: Click the arrow to select a phase from the available list.

Date From/To: Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-20).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the on-line help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Course Attrition Report**.

*** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA ***											
1999-10-28			COURSE ATTRITION AND TURNBACK RATE								Page 1 of 1
SCHOOL: AVIATION LOG SCHOOL											
COURSE: 602-68F10/ AIRCRAFT ELECTRICIAN											
DELIVERY GROUP: A			PHASE: 0								
DATE FROM: 14 Jan 1997			TO: 10 Apr 1999								
CLASS	INITIAL INPUT	TB IN	TB OUT	TB %	ACAD LOSS	ACAD ATR%	ADMIN LOSS	GRADS	TOT LOSS	TOT ATR%	CASUAL
1999-001	11	2	2	15.38	2	18.18	1	7	3.00	30.00	0
1999-002	9	1	0	0.00	0	0.00	0	10	0.00	0.00	0
1999-003	10	1	0	0.00	0	0.00	0	0	0.00		0
1999-004	5	0	0	0.00	0	0.00	0	0	0.00		0
1999-005	12	2	3	21.43	0	0.00	0	0	0.00		0
1999-006	12	6	4	22.22	2	14.29	0	0	2.00	100.00	0
1999-007	11	3	2	14.29	5	41.67	0	0	5.00	100.00	0
1999-008	15	0	6	40.00	3	33.33	2	0	5.00	100.00	0
1999-009	14	1	4	26.67	2	18.18	0	0	2.00	100.00	0
1999-503	12	2	1	7.14	0	0.00	0	0	0.00		0
1999-504	13	0	5	38.46	1	12.50	1	0	2.00	100.00	0
1999-804	0	0	0		0		0	0	0.00		0
TOTAL	124	18	27	19.01	15	13.04	4	17	19.00	52.78	0

Figure 4-20: Course Attrition Report

The following information is shown in the **Course Attrition Report**:

School Name The name of the school.

Course	The course ID.
Delivery Group	The delivery group ID.
Phase	The phase ID.
Date From – To	The time frame the report data represents.
Course ID/Name	The course ID and name of the course.
Initial Input	The number of students enrolled in the class that were not set back.
TB In	The number of students turned back (TB) into the class.
TB Out	The number of students set back out of the class.
TB %	The turn back percentage.
ACAD Loss	The number of students deleted from the class with a reason code of A through E or 8.
ACAD ATR %	The academic attrition percentage.
ADMIN Loss	The number of students deleted from the class with a reason other than A through E or 8.
Grads	The number of students that have graduated from the class.
TOT Loss	The total of the academic and administrative losses.
TOT ATR %	The total attrition percentage.
Casual	The number of students that are on hold.

4.1.1.9.2 Columns in the Course Attrition Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Course Attrition Report*:

- School Name
- Initial Input
- TB In
- TB Out
- Grads
- Academic Losses
- Administrative Losses
- Casual Status

4.1.1.10 Deleted Student Report

The *Deleted Student Report* allows a user to review students who have been deleted from courses and classes, and the reason for the deletions. The user is allowed to select the report type. The report may be generated for a specified course and class or for a specified time frame. The report is grouped by the course and class identification.

Tools → Reports → Class Management ♦ Deleted Student Report

4.1.1.10.1 Generating the Deleted Student Report

To create a Deleted Student report:

- Step 1:** Click the **Deleted Student Report** name in the list of report names under **Class Management**. The **Deleted Student Report** will appear on the right side of the report window with a **Retrieve Arguments** property sheet in front of the report.
- Step 2:** Select the retrieve arguments from the **Retrieve Arguments** property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools.

Retrieve Type: Click the arrow to choose if the report is generated by **Class** (for a given school, course, and class) or by **Date** (for a given school and time frame).

If the user chooses **By Date**, the **Retrieve Arguments** property sheet (see Figure 4-21) will have **School Name**, **Retrieve Type**, **Start Date**, and **End Date** criteria.

Figure 4-21: Retrieve Arguments By Date

Start Date/End Date: Click the desired date element and, using the up and/or down arrows, scroll until the correct date is displayed. This should be done for each date element. The default is the current date.

If the user chooses **By Class**, the **Retrieve Arguments** property sheet (see Figure 4-22) will have **School Name**, **Retrieve Type**, **Course Name**, **Delivery Group**, **Phase**, and **Class Name** criteria.

Figure 4-22: Retrieve Arguments By Class

The **Course Name**, **Delivery Group**, **Phase**, and **Class Name** drop-down lists are populated with values that correspond to the selected school.

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the available list of values for the selected course and school.

Phase: Click the arrow to select a phase for the available list. The **Class Name** drop-down list is updated with classes for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from a list of classes.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-23).

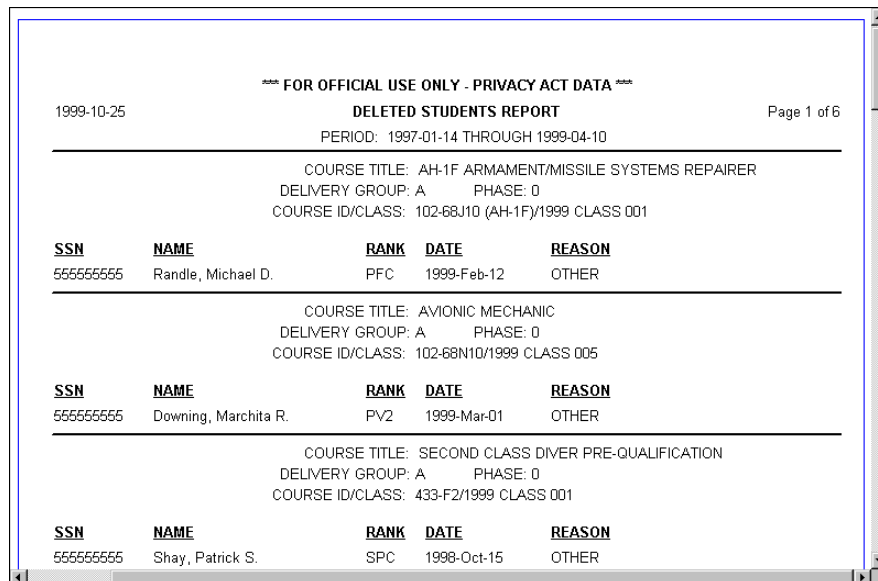
OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the on-line help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Deleted Student Report**.



*** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA ***				
DELETED STUDENTS REPORT				
PERIOD: 1997-01-14 THROUGH 1999-04-10				
COURSE TITLE: AH-1F ARMAMENT/MISSILE SYSTEMS REPAIRER				
DELIVERY GROUP: A PHASE: 0				
COURSE ID/CLASS: 102-68J10 (AH-1F)/1999 CLASS 001				
SSN	NAME	RANK	DATE	REASON
555555555	Randle, Michael D.	PFC	1999-Feb-12	OTHER
COURSE TITLE: AVIONIC MECHANIC				
DELIVERY GROUP: A PHASE: 0				
COURSE ID/CLASS: 102-68N10/1999 CLASS 005				
SSN	NAME	RANK	DATE	REASON
555555555	Downing, Marchita R.	PV2	1999-Mar-01	OTHER
COURSE TITLE: SECOND CLASS DIVER PRE-QUALIFICATION				
DELIVERY GROUP: A PHASE: 0				
COURSE ID/CLASS: 433-F2/1999 CLASS 001				
SSN	NAME	RANK	DATE	REASON
555555555	Shay, Patrick S.	SPC	1998-Oct-15	OTHER

Figure 4-23: Deleted Student Report (By Date)

The following information is shown in the **Deleted Student Report**:

Course Title	The name of the course.
Delivery Group	The delivery group ID.
Phase	The phase ID.
Course ID/Class	Identification number of the course/class.
SSN	Student's Social Security Number.

Name	Student's Name.
Rank	Student's Rank.
Date	Effective date of the deletion.
Reason	Reason of the deletion.

4.1.1.10.2 Columns and Filters in the Deleted Student Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Deleted Student Report*:

- Person Identifier
- Status Effective Date
- Full Name
- Description Text
- Rank Name

The *Filter by Person* option is also available with this report (see Section 4.1.3.6 for more information).

4.1.1.11 Gradebook Survey Report

The *Gradebook Survey Report* provides the user with the number of students assigned and graded on a particular test within a course/class/section. The report is grouped by class and section identification, including a list of tests per section, and the number of students tested and graded for each test.

Tools → Reports → Class Management ♦ Gradebook Survey Report

4.1.1.11.1 Generating the Gradebook Survey Report

To create a Gradebook Survey report:

Step 1: Click the *Gradebook Survey Report* name in the list of report names under *Class Management*. The *Gradebook Survey Report* will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report (see Figure 4-24).

Step 2: Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School: Click the arrow to select a school from the drop-down list of existing schools. The *Course*, *Delivery Group*, and *Phase* drop-down lists are updated with values that correspond to this selected school.

Figure 4-24: Retrieve Arguments

Course: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the drop-down list for the selected course and school.

Phase: Click the arrow to select a phase from the available list of values.

Fiscal Year: Click the arrow to select a fiscal year from the list of values.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-25).

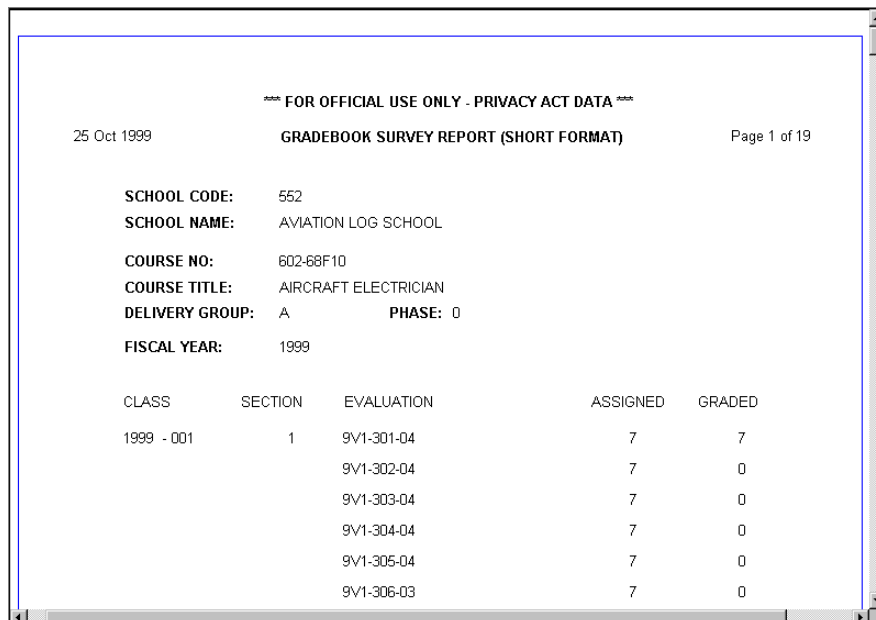
OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the on-line help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Gradebook Survey Report**.



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GRADEBOOK SURVEY REPORT (SHORT FORMAT)

SCHOOL CODE: 552
 SCHOOL NAME: AVIATION LOG SCHOOL
 COURSE NO: 602-68F10
 COURSE TITLE: AIRCRAFT ELECTRICIAN
 DELIVERY GROUP: A PHASE: 0
 FISCAL YEAR: 1999

CLASS	SECTION	EVALUATION	ASSIGNED	GRADED
1999 - 001	1	9V1-301-04	7	7
		9V1-302-04	7	0
		9V1-303-04	7	0
		9V1-304-04	7	0
		9V1-305-04	7	0
		9V1-306-03	7	0

Figure 4-25: Gradebook Survey Report

The following information is shown in the **Gradebook Survey Report**:

School Code

The school ID.

School Name	The name of the school.
Course NO	The course ID.
Course Title	The name of the course.
Delivery Group	The delivery group ID.
Phase	The phase ID.
Fiscal Year	The Fiscal Year the course is taught.
Class	The class ID of the course.
Section	The section of the class.
Evaluation	The name of the test.
Assigned	The number of students assigned to the course / class / section.
Graded	The number of students graded on the test.

4.1.1.11.2 Columns in the Gradebook Survey Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Gradebook Survey Report*:

- School Identifier
- School Name
- Course Name
- Course Code
- Delivery Group
- Phase

4.1.1.12 Honors Report

The *Honors Report* allows a user to generate an Honors Report for a specified course and class. The *Honors Report* lists the students in order of class standing and displays any honors that may have been achieved.

Tools → Reports → Class Management ♦ Honors Report

4.1.1.12.1 Generating the Honors Report

To create an Honors report:

- Step 1:* Click the *Honors Report* name in the list of report names under *Class Management*. The *Honors Report* will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report.
- Step 2:* Select the retrieve arguments from the *Retrieve Arguments* property sheet. There are four tabbed pages.

Click the first tab labeled **Retrieval Arguments** (see Figure 4-26) and select the following retrieve criteria:

School Name: Click the arrow to select a school from the drop-down list of existing schools. The **Course Name**, **Delivery Group**, **Phase**, and **Class Name** drop-down lists are updated with values that correspond to the selected school.

Figure 4-26: Retrieval Arguments

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the drop-down list of values available for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class Name** drop-down list is updated with classes available for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from the drop-down list of classes.

Academic Failure: Use the spin list to modify the cut-off score for **Academic Failure**. A student with a course average that falls below this value is listed as an academic failure on the **Honors Report**.

Click the second tab labeled **Distinguished Graduate** (see Figure 4-27) and select the following retrieve criteria:

Minimum Score: Use the spin list to specify the minimum score for receiving this honor.

Figure 4-27: Distinguished Graduate

NOTE: A value of "0" indicates that the minimum score is not applicable in determining this honor.

Maximum Number of Incomplete Events: Use the spin list to specify the maximum number of incomplete events for receiving this honor. The user may also select “NA” to indicate that this parameter is not applicable in determining this honor.

Allied Allowed: Use the spin list to specify if an allied student may qualify for this honor.

Click the third tab labeled **Honor Graduate** (see Figure 4-28) and select the following retrieve criteria:

Minimum Score: Use the spin list to specify the minimum score for receiving this honor.

Figure 4-28: Honor Graduate

NOTE: A value of “0” indicates that the minimum score is not applicable in determining this honor.

Maximum Number of Incomplete Events: Use the spin list to specify the maximum number of incomplete events for receiving this honor. The user may also select “NA” to indicate that this parameter is not applicable in determining this honor.

Allied Allowed: Use the spin list to specify if an allied student may qualify for this honor.

Class Standing or Percentage: Use the spin list to specify whether **Class Standing** or **Percentage of Class** should be used to determine this honor. The **Class Standing** refers to the class rank of the student. The **Percentage of the Class** value indicates that the student’s rank must fall within the range of students specified by this percentage.

Class Standing: Use the spin list to specify a value for the **Class Standing** or **Percentage of the Class** that the student must meet to receive this honor.

Click the fourth tab labeled **Commandant's List** (see Figure 4-29) and select the following retrieve criteria:

Minimum Score: Use the spin list to specify the **Minimum Score** for receiving this honor.

Figure 4-29: Commandant's List

NOTE: A value of "0" indicates that the minimum score is not applicable in determining this honor.

Maximum Number of Incomplete Events: Use the spin list to specify the **Maximum Number of Incomplete Events** for receiving this honor.

NOTE: A value of "0" indicates that the maximum score is not applicable in determining this honor.

The user may also select "NA" to indicate that this parameter is not applicable in determining this honor.

Allied Allowed: Use the spin list to specify if an allied student may qualify for this honor.

Percentage of the Class: Use the spin list to specify the **Percentage of the Class** wherein the student's rank must fall to qualify for this honor.

NOTE: A value of "0" indicates that the **Percentage of the Class** criterion is not applicable for this honor.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-30).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the online help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Honors Report**.

- Maximum Number of Incomplete Events
- Allied Allowed
- Class Standing or Percentage Indicator
- Class Standing or Percentage
- Commandant's List
 - Minimum Score
 - Maximum Number of Incomplete Events
 - Allied Allowed
 - Percentage of the Class
- Academic failure
 - Score

4.1.1.12.2 Columns in the Honors Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Honors Report*:

- | | |
|---------------------|------------------|
| • Person Identifier | • Course Average |
| • Full Name | • Class Standing |
| • Allied | • Rank Name |
| • Honors Received | |

4.1.1.13 Incomplete Gradebook Review

The *Incomplete Gradebook Review* report allows a user to review incomplete or failed events in student gradebooks. The user may review incomplete gradebooks for an entire course and class, or by individual student. Only those events that the student did not complete or failed to meet the course standard will be listed for each student.

Tools → Reports → Class Management ♦ Incomplete Gradebook Review

4.1.1.13.1 Generating the Incomplete Gradebook Review

To create an Incomplete Gradebook review:

Step 1: Click the *Incomplete Gradebook Review* name in the list of report names under *Class Management*. The *Incomplete Gradebook Review* will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report (see Figure 4-31).

Step 2: Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools. The **Course Name**, **Delivery Group**, **Phase**, and **Class Name** drop-down lists are updated with values that correspond to this selected school.

Figure 4-31: Retrieve Arguments

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the drop-down list of values available for the selected course and school.

Phase: Click the arrow to select a phase for the available list. The **Class Name** drop-down list is updated with classes for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from a list of classes.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-32).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the online help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy or the **Incomplete Gradebook Review**.

1999-10-25

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INCOMPLETE GRADEBOOK REVIEW

COURSE TITLE: AIRCRAFT ELECTRICIAN

DELIVERY GROUP: A PHASE: 0

COURSE ID/CLASS: 602-68F10/1999 CLASS 001

Page 1 of 84

55555555	PVT	Champion, Nathan S.
*** POI POINTS ***		
<u>EVALUATION ID</u>	<u>EARNED</u> <u>POSSIBLE</u>	<u>EVALUATION TITLE</u> <u>TEST RESULT</u> <u>TEST DATE</u>
9N8-302-08B	0 50	9N8-302-08B Incomplete
9N8-502-03	0 50	9N8-502-03 Incomplete
9A8-201-01	0 1000	9A8-201-01 Incomplete
9CK-301-03	0 70	9CK-301-03 Incomplete
9CK-302-03	0 70	9CK-302-03 Incomplete
9CK-303-03	0 70	9CK-303-03 Incomplete
9CK-304-04	0 80	9CK-304-04 Incomplete
9CK-305-04	0 80	9CK-305-04 Incomplete

Figure 4-32: Incomplete Grade Book Review

The following information is shown in the *Incomplete Gradebook Review* report:

Course Title	The name of the course.
Delivery Group	The delivery group ID.
Phase	The phase ID.
Course ID/Class	The identification number of the course/class.
SSN	Student's Social Security Number.
Rank	Student's rank.
Name	Student's name.
Evaluation ID	Short title of the evaluation.
POI Points Earned	Points achieved on the evaluation.
POI Points Possible	Number of POI points possible for the evaluation.
Evaluation Title	The title of the evaluation.
Test Result	The student's test result.
Test Date	Date the student completed the evaluation. This will show zeros if the student has not completed the evaluation.

4.1.1.13.2 Columns and Filters in the Incomplete Gradebook Review

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Incomplete Gradebook Review* report:

- Person Identifier
- Title Text
- Possible POI Points
- Rank Name

- Test Name
- Full Name
- POI Points Earned
- Date
- Description Text

There are two filter functions that are available for this report. They are the ***Filter by Person*** filter (see Section 4.1.3.6 for more information) and the ***Filter by Class Section*** filter (see Section 4.1.3.7 for more information).

4.1.1.14 Initial Input Report

The ***Initial Input Report*** allows a user to review information about a specified ATC course and class. The report contains trainee totals for education, age, ethnic, and marital categories.

Tools → Reports → Class Management ♦ Initial Input Report

4.1.1.14.1 Generating the Initial Input Report

To create an Initial Input report:

Step 1: Click the ***Initial Input Report*** name in the list of report names under ***Class Management***. The ***Initial Input Report*** will appear on the right side of the report window with a ***Retrieve Arguments*** property sheet in front of the report (see Figure 4-33).

Step 2: Select the retrieve arguments from the ***Retrieve Arguments*** property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools. The ***Course Name***, ***Delivery Group***, ***Phase***, and ***Class Name*** drop-down lists are updated with values that correspond to this selected school.

Figure 4-33: Retrieve Arguments

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the list of available values for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The ***Class Name*** drop-down is updated to display classes for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from the drop-down list of classes.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-34).

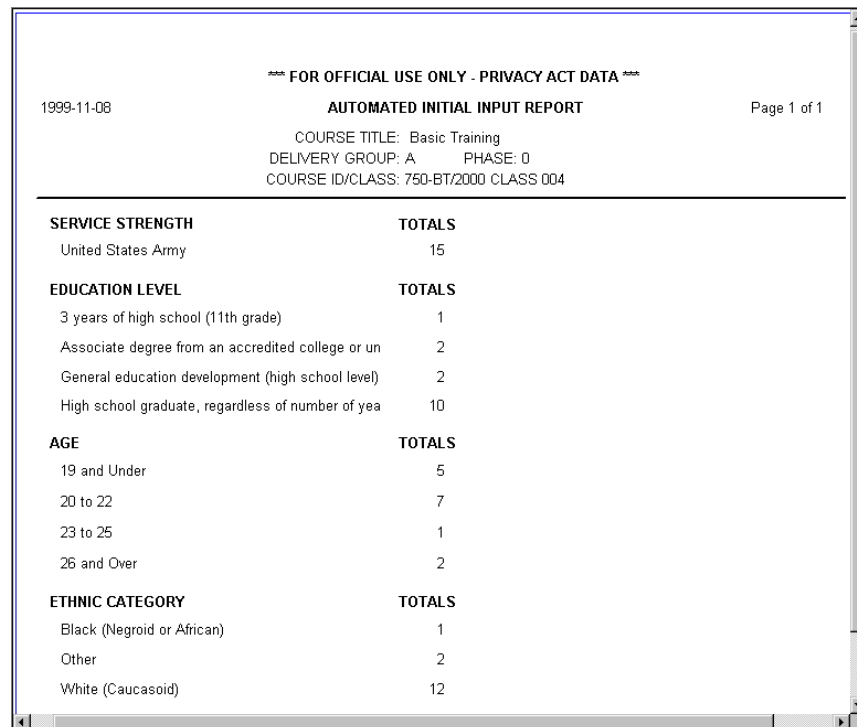
OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the online help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Initial Input Report**.



The screenshot shows a window titled '1999-11-08 AUTOMATED INITIAL INPUT REPORT Page 1 of 1'. It contains a table with demographic data for a course titled 'Basic Training', delivery group 'A', phase '0', and course/class '750-BT/2000 CLASS 004'.

*** FOR OFFICIAL USE ONLY - PRIVACY ACT DATA ***	
1999-11-08	
AUTOMATED INITIAL INPUT REPORT	
Page 1 of 1	
COURSE TITLE: Basic Training	
DELIVERY GROUP: A PHASE: 0	
COURSE ID/CLASS: 750-BT/2000 CLASS 004	
SERVICE STRENGTH	TOTALS
United States Army	15
EDUCATION LEVEL	TOTALS
3 years of high school (11th grade)	1
Associate degree from an accredited college or un	2
General education development (high school level)	2
High school graduate, regardless of number of yea	10
AGE	TOTALS
19 and Under	5
20 to 22	7
23 to 25	1
26 and Over	2
ETHNIC CATEGORY	TOTALS
Black (Negroid or African)	1
Other	2
White (Caucasoid)	12

Figure 4-34: Initial Input Report

The following information is shown in the **Initial Input Report**:

Course Title	The name of the course.
Delivery Group	The delivery group ID.
Phase	The phase ID.
Course/Class	Identification number of the course/class.

Service Strength	The service branch strength names and the number of students in each branch.
Service Branch	The service organization branch names and the number of students in each organization.
Education Level	The education level name and the number of students in each level.
Age	The age category and the number of students in each category.
Ethnic Category	The ethnic category names and the number of students in each category.
Marital Status	The marital status names and the number of students in each status.
THE FOLLOWING PERSONNEL RECORDS WERE FOUND TO CONTAIN INCOMPLETE DATA:	A list of incomplete student records and the data that is missing.

4.1.1.15 Marksmanship Report

The *Marksmanship Report* allows a user to review the unit strength and qualification results for a particular weapon based on the selected school, course, and class.

Tools → Reports → Class Management ♦ Marksmanship Report

4.1.1.15.1 Generating the Marksmanship Report

To create a Marksmanship report:

Step 1: Click the *Marksmanship Report* name in the list of report names under *Class Management*. The *Marksmanship Report* will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report (see Figure 4-35).

Step 2: Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School: Click the arrow to select a school from the drop-down list of existing schools. The **Course**, **Delivery Group**, **Phase**, and **Class** drop-down lists are updated with values that correspond to this selected school.

Course: Click the arrow to select a course from the drop-down list of courses available for the selected school.

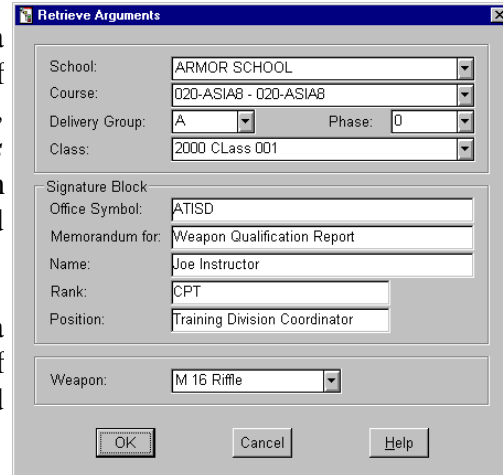


Figure 4-35: Retrieve Arguments

Delivery Group: Click the arrow to select a delivery group from the available list of values for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class** drop-down list is updated with classes for the selected phase, delivery group, course, and class.

Class: Click the arrow to select a class from the drop-down list of classes.

Office Symbol: Enter the Office Symbol.

Memorandum for: Enter the name of the person for whom the report is created.

Name: Enter the name of the person creating the report.

Rank: Enter the rank of the person creating the report.

Position: Enter the position of the person creating the report.

Weapon: Select the type of weapon for the report from the drop-down list.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-36).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the online help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Marksmanship Report**.

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25-October-1999

XXIOP

MEMORANDUM FOR: WEAPON QUALIFICATION REPORT

SUBJECT: M 16 Rifle Marksmanship Report

COURSE NO/ TITLE: 602-68F10/ AIRCRAFT ELECTRICIAN

DELIVERY GROUP: A PHASE: 0 CLASS: 1999-001

DATE FROM: 19 Oct 1998 TO: 17 Mar 1999

WEAPON: M 16 Rifle

1. UNIT STRENGTH:

Number Assigned	7
Number Tested	0
Number Not Tested	7

2. QUALIFICATION RESULTS:

RANGE	NUMBER	% OF NO. TESTED
1st Time Go	0	0

Figure 4-36: Marksmanship Report

The following information is shown in the **Marksmanship Report**:

Office Symbol	The office symbol of the receiving office.
Date	The date the report is generated.
Memorandum For	The person for whom the report is created.
Subject	The name of the report.
Course NO/ Title	The course ID and name.
Delivery Group	The delivery group ID.
Phase	The phase ID.

Class	The class ID.
Date From – To	The time frame for which the data on the report represents.
Weapon	The name of the weapon the data represents.
1. Unit Strength	
Number Assigned	The number of students assigned to the unit.
Number Tested	The number of students tested.
Number Not Tested	The number of students not tested.
2. Qualification Results	
1st Time Go	The first time the test was attempted.
Range	The range of distance to the target for sharp shooter, marksman, and expert.
Number	The number of students tested for sharp shooter, marksman, and expert.
% Of NO. Tested	The percentage of students tested for sharp shooter, marksman, and expert.
2nd Time Go	The second time the test was attempted.
Range	The range of distance to the target for sharp shooter, marksman, and expert.
Number	The number of students tested for sharp shooter, marksman, and expert.
% Of NO. Tested	The percentage of students tested for sharp shooter, marksman, and expert.
Total Qualified	The number of students that qualified.
Total Unqualified	The number of students that did not qualify.
3. The personnel listed in the enclosure were not tested.	
Encl	A list of the students not tested.
Names of Not Tested	

4.1.1.16 Set-Back/Recycle Report

The *Set-Back/Recycle Report* allows a user to obtain a listing of students that have been set back, also referred to as recycled, from a class in a course to a different class in a course.

Tools → Reports → Class Management ♦ Set Back/Recycle Report

4.1.1.16.1 Generating the Set-Back/Recycle Report

To create a Set-Back/Recycle report:

- Step 1:** Click the **Set-Back/Recycle Report** name in the list of report names under **Class Management**. The **Set-Back/Recycle Report** will appear on the right side of the report window with a **Retrieve Arguments** property sheet in front of the report.
- Step 2:** Select the retrieve arguments from the **Retrieve Arguments** property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools.

Retrieve Type: Click the arrow to choose if the report is generated by **Class** (for a given school, course, and class) or by **Date** (for a given school and time frame).

If the user chooses **By Date**, the **Retrieve Arguments** property sheet (see Figure 4-37) will display **School Name**, **Retrieve Type**, **Start Date**, and **End Date** criteria.

Figure 4-37: Retrieve Arguments By Date

Start Date/End Date: Use the spin list to increment the date by day. To change the date in monthly increments, double-click on the month to highlight, then use the spin list. To change the date in yearly increments, double-click on the year to highlight, then use the spin list.

If the user chooses **By Class**, the **Retrieve Arguments** property sheet (see Figure 4-38) will display **School Name**, **Course Name**, **Delivery Group**, **Phase**, and **Class Name**.

Figure 4-38: Retrieve Arguments By Class

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the list of available values for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class Name** drop-down is updated with classes for the selected phase, delivery group, course, and school.

Class Name: Click the arrow to select a class from a list of classes.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-39).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the online help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Set-Back/Recycle Report**.

SSN	NAME	DATE	TO/FROM	COURSE	DELIVERY GROUP	PHASE	CLASS	REASON
55555555	Laramee, Michael D.	1999-02-11	FROM	601-68B10	A	0	1999 001	OTHER
55555555	Laramee, Michael D.	1999-02-11	TO	601-68B10	A	0	1999 005	OTHER
55555555	Laramee, Michael D.	1999-02-11	TO	601-68B10	A	0	1999 002	OTHER
55555555	Ferrer, Edwin	1999-04-06	TO	600-67T10	A	0	1999 035	OTHER
55555555	Ballaro, James F.	1999-03-01	FROM	602-68D10	A	0	1999 003	OTHER
55555555	Ballaro, James F.	1999-02-23	TO	602-68D10	A	0	1999 004	OTHER
55555555	Ballaro, James F.	1999-03-01	TO	602-68D10	A	0	1999 002	OTHER
55555555	Doty, Jr., Alfred F.	1999-03-29	FROM	600-67T10	A	0	1999 035	OTHER
55555555	Doty, Jr., Alfred F.	1999-03-29	TO	600-67T10	A	0	1999 042	OTHER
55555555	Gibbo, Peter J.	1999-03-15	TO	600-67R10	A	0	1999 510	OTHER
55555555	Brathwaite, Albert A.	1999-03-30	FROM	600-67T10	A	0	1999 042	OTHER
55555555	Brathwaite, Albert A.	1999-03-30	TO	600-67T10	A	0	1999 039	OTHER

Figure 4-39: Set-Back/Recycle Report (By Date)

The following information is shown in the **Set-Back/Recycle Report**:

Course Title	The name of the course.
Course ID/Class	Identifies the course and class on which the report is based.
SSN	Student's Social Security Number.
Name	Student's name.
Date	Effective date of the move.
To/From	Indicates if the student is being moved to or from the class.
Course	The identification of the course in which the student is enrolled.
Delivery Group	The delivery group ID.

Phase	The phase ID.
Class	The class fiscal year and ID of the course.
Reason	The reason the student is being set-back.

4.1.1.16.2 Columns and Filters in the Set-Back/Recycle Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort* function on the *Set-Back/Recycle Report*:

- Person Identifier
- Full Name
- Status
- Course Key Identifier
- Fiscal Year
- Class
- Delivery Group
- Phase
- To/From
- Status Effective Date

The *Filter by Person* option is also available with this report (see Section 4.1.3.6 for more information).

4.1.1.17 Single Test Results

The *Single Test Results* report allows a user to obtain single test results for a specific event of a specified course and class. The user can obtain single test results for an entire class, an individual student selected by name, or all allied students in the class.

Tools → Reports → Class Management ♦ Single Test Results Report

4.1.1.17.1 Generating the Single Test Results Report

To create a Single Test Results report:

Step 1: Click the *Single Test Result Report* name in the list of report names under *Class Management*. The *Single Test Result* will appear on the right side of the report window with a *Retrieve Arguments* property sheet in front of the report (see Figure 4-40).

Step 2: Select the retrieve arguments from the *Retrieve Arguments* property sheet.

School Name: Click the arrow to select a school from the drop-down list of existing schools. The **Course Name**, **Delivery Group**, **Phase**, and **Class Name** drop-down lists are updated with values that correspond to this selected school.

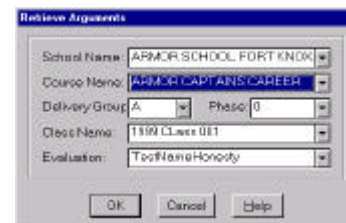


Figure 4-40: Retrieve Arguments

Course Name: Click the arrow to select a course from the drop-down list of courses available for the selected school.

Delivery Group: Click the arrow to select a delivery group from the list of available values for the selected course and school.

Phase: Click the arrow to select a phase from the available list. The **Class Name** drop-down list is updated to display classes available for the selected phase, delivery group, course, and school. The **Evaluation** drop-down list is updated to display all the evaluations that exist for this course.

Class Name: Click the arrow to select a class from a list of classes.

Evaluation: Click the arrow to select an evaluation for the selected school, course, and class.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report view window will display the report with the retrieved data (see Figure 4-41).

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

Click the **Help** button to get the online help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the **Single Test Results** report.

Test Result

Indicates whether the student has achieved minimum acceptable standards on the evaluation.

4.1.1.17.2 Columns and Filters in the Single Test Result Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Single Test Result* report:

- Person Identifier
- Test Standing
- Section Standing
- Class Standing
- Full Name
- Rank Name
- Course Average
- Achieved Points
- Point Average
- Percent Score
- Number of Tries
- Description Text

There are two filter functions that are available for this report. They are the *Filter by Person* filter (see Section 4.1.3.6 for more information) and the *Filter by Allied* (see Section 4.1.3.8 for more information).

4.1.2 Course Management Reports

The **Course Management** category provides a drop-down list of reports that provide users a summary of course, lesson, skills taught, training time, and equipment information. While all of the reports show different information, all of the course management reports use the same **Retrieve Arguments** property sheet to input arguments. Section 4.1.2.1 contains information on selecting options for all of the **Course Management** reports; each of the individual reports is detailed in the sections following.

4.1.2.1 Generating Course Management Reports

To view any of the **Course Management** reports, follow the instructions below.

Step 1: Click the specific report name in the list of report names under **Course Management**. That report will appear on the right side of the report window with a **Retrieve Arguments** property sheet in front of the report (see Figure 4-42).

Step 2: Select the retrieve arguments from the **Retrieve Arguments** property sheet.

Course Title: Click the arrow to select a **Title** from the drop-down list of existing courses.

Course Version: Click the arrow to select the **Version** from the drop-down list of versions available for the selected course.



Figure 4-42: Retrieve Arguments

Delivery Group: Click the arrow to select the **Delivery Group** from the drop-down list of delivery groups available for the selected course.

Phase: Click the arrow to select a **Phase** from the drop-down list of phases available for the selected course.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and return to the report window. The report window will display the report with the retrieved data.

OR

Click the **Cancel** button to close the **Retrieve Arguments** property sheet and return to the report window without displaying the retrieve data.

OR

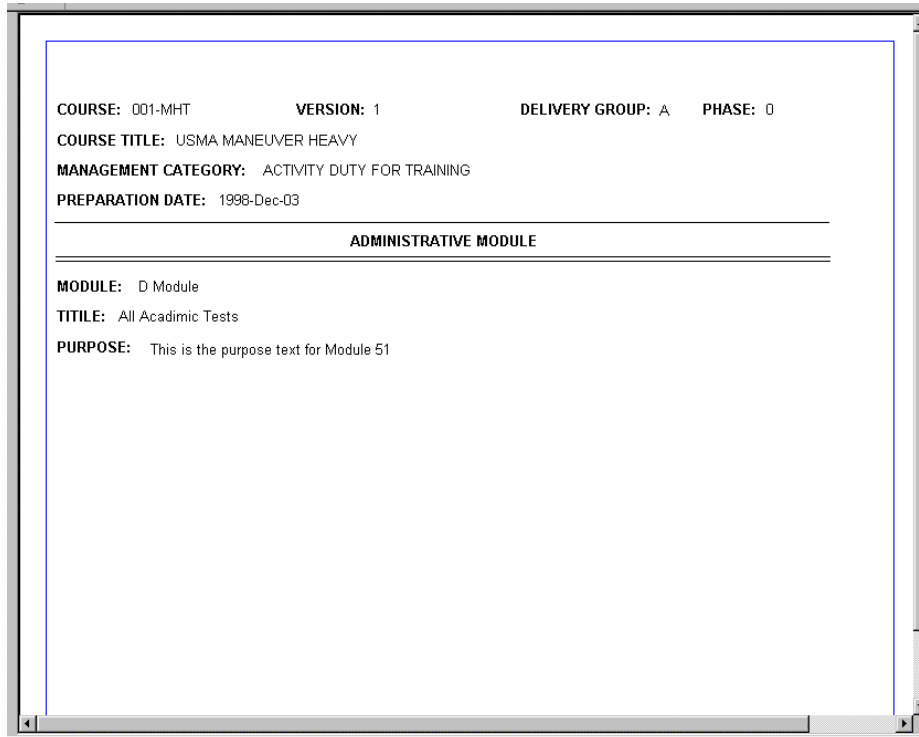
Click the **Help** button to access the on-line help.

Step 4: Click the **Print** option in the **File** menu on the main menu bar, to print a copy of the report.

4.1.2.2 Administrative Module

The **Administrative Module** report provides a summary of all the administrative time in the course of instruction. See Section 4.1.2.1 for more information on generating a **Course Management** report.

Tools → Reports → Course Management ♦ Administrative Module



COURSE: 001-MHT VERSION: 1 DELIVERY GROUP: A PHASE: 0
 COURSE TITLE: USMA MANEUVER HEAVY
 MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING
 PREPARATION DATE: 1998-Dec-03

ADMINISTRATIVE MODULE

MODULE: D Module
 TITLE: All Academic Tests
 PURPOSE: This is the purpose text for Module 51

Figure 4-43: Administrative Module Report

The following information is shown in the **Administrative Module Report**:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Module	The module ID that identifies each module.

Title	The title of the module.
Purpose	A brief statement describing the reasons for grouping the attached lessons, e.g., instructor qualifications, equipment requirements, etc.
Technique(s) of Delivery	The hours assigned to each technique of delivery.
Total Academic Hours	Total hours of academic time.
TECH of DEL	The technique(s) of delivery broken down by lesson.
Hours/MOI	The hours and Method of Instruction (MOI) per each technique of delivery.
Lesson NO	The lesson ID.
Version	The version of the lesson.
Administrative Category	The administrative category of the lesson.
Clearance	The level of security a student must possess to be administered the examination.
Title	Title of the lesson.
TLO	The Terminal Learning Objective (TLO) to include the TLO number, title, and origination date.
Remarks	Textual information that is required by other entries or as desired by the proponent.

4.1.2.2.1 Columns in the Administrative Module Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Administrative Module* report:

- Course Code
- Course Version
- Delivery Group
- Phase Identifier
- Course Name
- Change Date
- Configuration Code

4.1.2.3 Ammunition Summary

The *Ammunition Summary* report lists the live, dummy, or inert ammunition used in the course of instruction. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Ammunition Summary

COURSE: 001-MHT	VERSION:1	DELIVERY GROUP: A	PHASE: 0
COURSE TITLE: USMA MANEUVER HEAVY			
MANAGEMENT CATEGORY: A			
PREPARATION DATE: 1998-Dec-03			
AMMUNITION SUMMARY			
LIVE AMMUNITION:			
DODIC	NOMENCLATURE	PFN NO	PER STUDENT
			INSTR/DEMO OTHER
0000-00-000-0000	AMMO-WATER BALLOONS	1017	2
2815-01-166-2061	EE0048-ENGINE ASSEMBLY VT	4	141
2815-01-166-2061	EE0048-ENGINE ASSEMBLY VT	947	1
1998-Dec-23 11:45			
Page 1 of 1			

Figure 4-44: Ammunition Summary Report

The following information is shown in the *Ammunition Summary Report*:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Live Ammunition:	
DODIC	The Department of Defense Identification Code (DODIC) identification number.
Nomenclature	Description of the ammunition.
PFN NO	The lesson ID.
Per Student	Rounds issued per student.
INSTR/Demo Other	Rounds for instructor demonstration/other.
Dummy Ammunition:	
PFN NO	The lesson ID.

Per Student	Rounds issued per student.
INSTR/Demo Other	Rounds for instructor demonstration/other.

4.1.2.3.1 Columns in the Ammunition Summary Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Ammunition Summary* report:

- Course Code
- Course Name
- Course Version
- Change Date
- Delivery Group
- Configuration Code
- Phase Identifier

4.1.2.4 Course Summary Report

The *Course Summary* report allows a user to generate a report summarizing the academic and administrative hours' structure of a course. The report is grouped by Academic and Administrative time. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Course Summary

COURSE: 001-MHT	VERSION: 1	DELIVERY GROUP: A	PHASE: 0
COURSE TITLE: USMA MANEUVER HEAVY			
PREPARATION DATE: 1998-Dec-03			
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING			
COURSE SUMMARY			
MODULE: B			
TITLE: All Practical Exercises			
ACADEMIC TIME			
ACADEMIC HOURS BY SECURITY CLASSIFICATION			
UNCLASSIFIED:	0		
SECRET:	0		
TOTAL:	0		
ADMINISTRATIVE TIME			
ADMINISTRATIVE HOURS BY IN/OUT PROCESSING			
IN-PROCESSING:	0		
OUT-PROCESSING:	0		

Figure 4-45: Course Summary Report

The following information is shown in the *Course Summary* report:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Preparation Date	The date the course is created.
Management Category	The course training management category.
Module	The module ID that identifies each module.
Title	The title or name of the module.
Academic Time	The Academic Time that identifies the total length of time actually required to present training. It includes conduct of training, testing students, common military training (CMT) subjects, and other mandatory-training subjects.
Academic Hours by Security Classification	The academic hours by security classification, either unclassified or secret.
Unclassified	The total unclassified academic hours.
Secret	The total secret academic hours.
Total	The total academic time.
Administrative Time	The Administrative Time allotted to non-academic time activities such as in-processing, commandant's time, payday activity, army physical fitness test, out-processing, remedial training, etc.
Administrative Time by In/Out Processing	The Administrative Time allotted to In/Out-Processing.
In-Processing	The time allotted to administrative In-Processing.
Out-Processing	The time allotted to administrative Out-Processing.
Total	The total time allotted to administrative In/Out-Processing.
Grand Totals	The total academic and administrative time for all modules.

4.1.2.4.1 Columns on the Course Summary Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Course Summary* report:

- Course Code
- Course Name
- Change Date
- Course Version
- Delivery Group
- Phase Identifier
- Configuration Code
- Module Code
- Module Name
- Academic Hours
- In Processing Hours
- Out Processing Hours
- Section Hours
- Unclassified Hours

4.1.2.4.2 Equipment Summary

The *Equipment Summary* report lists the major equipment items used in a course of instruction. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Equipment Summary

COURSE: 001-MHT		VERSION: 1	DELIVERY GROUP: A		PHASE: 2	
COURSE TITLE: USMA MANEUVER HEAVY						
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING						
PREPARATION DATE: 1998-Dec-03						
EQUIPMENT SUMMARY						
<u>LIN/NSN</u>	<u>LESSON</u>	<u>QTY REQ</u>	<u>AVG RATIO EQUIP TO STU</u>	<u>C R I</u>	<u>OPTEMPO HRS</u>	<u>MIL</u>
0000-00-000-0000	APFT50	1	000000	N	65	56
REMARKS: This sucks						
2815-01-166-2061	APFT50	10	000000	N	43	44
REMARKS: This sucks						

Figure 4-46: Equipment Summary Report

The following information is shown in the *Equipment Summary Report*:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.

Preparation Date	The date the course is created.
LIN/NSN	The Line Item Number/National Stock Number.
PFN NO	The POI File Number.
QTY REQ	The quantity required.
AVG Ration EQUIP to STU	The average ratio of equipment to student.
CRI	The equipment critical to training.
OPTEMPO HRS MIL	The OPTEMPO hours and miles.
Remarks	The textual remarks.

4.1.2.4.3 Columns in the Equipment Summary Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Equipment Summary* report:

- Course Code
- Course Version
- Delivery Group
- Phase Identifier
- Course Name
- Change Date
- Configuration Code

4.1.2.5 Examination Module Report

The *Examination Module* report provides a summary of all the examinations in the course of instruction. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Examination Module

COURSE: 602-68F10 VERSION: 1 DELIVERY GROUP: A PHASE: 0

COURSE TITLE: AIRCRAFT ELECTRICIAN

MANAGEMENT CATEGORY: RESIDENT

PREPARATION DATE:

EXAMINATION SUMMARY

MODULE: Evals

TECHNIQUE(S) OF DELIVERY: Small Group Instruction (SGI)

LESSON NO: 9V130104 VERSION: 1 MOI: Test

LO SEQUENCE: 694

ACTION TEXT: PS01

TITLE	LSN STP	SEQ ID	TECH OF DEL	HOURS	CLEARANCE
9V1-301-04	1		Small Group Instruction (SGI)		No Clearance Required

Figure 4-47: Examination Module Report

The following information is shown in the **Examination Module** report:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Module	The module ID that identifies each module.
Technique(s) of Delivery	The technique(s) of delivery per lesson attached to a module.
Lesson NO	The lesson ID.
Version	The version number of the lesson.
MOI	The MOI for each technique of delivery.
LO Sequence	The Learning Objective (LO) sequence ID derived from ASAT.
Action Text	The learning step action text.
Title	The title of the examination.
LSN STP SEQ ID	The learning step sequence ID derived from ASAT.
Tech of Del	The technique of delivery for the lesson step.
Hours	The total hours assigned to each technique of delivery per lesson attached to a module.
Clearance	The security level that a student must possess to be administered the examination.
Total Examination Hours	Total examination hours.

4.1.2.5.1 Columns in the Examination Module Report

The following selections are available for the **Column Name** of the **Visible Attributes** function and **Item Name** of the **Sort function** on the **Examination Module** report:

- Course Code
- Course Version
- Delivery Group
- Phase Identifier
- Course Name
- Change Date
- Configuration Code

4.1.2.6 Facilities Summary

The *Facilities Summary* report lists all facilities used in a course of instruction. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Facility Summary

COURSE: 001-MHT VERSION: 1 DELIVERY GROUP: A PHASE: 0			
COURSE TITLE: USMA MANEUVER HEAVY			
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING			
PREPARATION DATE: 1998-Dec-03			
FACILITIES SUMMARY			
CATEGORY CODE	NOMENCLATURE	UNIT OF MEASURE CODE	FACILITY HOURS
17120-1200-100	CLASSROOM, GEN PURPOSE, 1200SF, 100PN		0
17120-1722-50	GENERAL INSTRUCTION, BUILDING, 50 PN, 1722SF		0
TOTAL HOURS:			0

Figure 4-48: Facilities Summary Report

The following information is shown in the *Facilities Summary Report*:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Category Code	The facility category code.
Nomenclature	The facility nomenclature.
Unit of Measure Code	The unit of measure code.
Facility Hours	The number of hours a facility is used for training.
Total Hours	The total facility hours for the course.

4.1.2.6.1 Columns in the Facilities Summary Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Facilities Summary* report:

- Course Code
- Course Version
- Delivery Group
- Phase Identifier
- Course Name
- Change Date
- Configuration Code

4.1.2.7 Headquarters Endorsement

The *Headquarters Endorsement* report provides the first endorsement to the memorandum with HQ Training and Doctrine Command (TRADOC) staffing comments from their review for both POI and Course Administrative Data (CAD). See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Facility Summary

COURSE: 001-MHT VERSION: 1 DELIVERY GROUP: A PHASE: 0

COURSE TITLE: USMA MANEUVER HEAVY

MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING

PREPARATION DATE: 1998-Dec-03

HEADQUARTERS ENDORSEMENT

This course has the seal of approval from headquarters for endorsement. This memo must contain a lot of data, but I will leave it to your imagination to figure out just what data that is!

Figure 4-49: Headquarters Endorsement

The following information is shown in the *Headquarters Endorsement* report:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.

Phase	The phase ID for the course.
Course Title	The name of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Textual Data	Textual information that is required by other entries or as desired by the proponent.

4.1.2.7.1 Columns in the Headquarters Endorsement Report

The following selections are available for the *Column Name* of the *Visible Attributes* function, *Item Name* of the *Sort function* on the *Headquarters Endorsement* report:

- Course Version
- Change Date
- Course Code
- Course Name
- Description Text
- Phase Identifier
- Delivery Group
- Configuration Code

4.1.2.8 Mandatory Training Module

The **Mandatory Training Module** report provides users a summary of all the mandatory training that is associated with a course of instruction. See Section 4.1.2.1 for more information on generating a **Course Management** report.

Tools → Reports → Course Management ♦ Mandatory Training Module

COURSE: 001-MHT VERSION: 1 DELIVERY GROUP: A PHASE: 0
 COURSE TITLE: USMA MANEUVER HEAVY
 MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING
 PREPARATION DATE: 1998-Dec-03

MANDATORY TRAINING MODULE

MODULE: D Module
 TITLE: All Academic Tests
 PURPOSE: This is the purpose text for Module 51

SECTION 1: TASKS

TASK NO: ABC-123.1	LESSON NO: GH 240	ACADEMIC HOURS: 4
TITLE: MARKSMANSHIP INTRO		
TASK NO: ABC-124	LESSON NO: WH 040	ACADEMIC HOURS: 0
TITLE: MARKSMANSHIP CLASS		

TOTAL ACADEMIC HOURS: 4

SECTION 2: LESSONS

Figure 4-50: Mandatory Training Module Report

The following information is shown in the **Mandatory Training Module Report**:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Module	The module ID that identifies each module.
Title	The title or name of the module.
Purpose	A brief statement describing the reasons for grouping the attached lessons, e.g., instructor qualifications, equipment requirements, etc.

Section 1: Tasks

Task NO	The task number.
Lesson NO	The lesson number.
Academic Hours	The number of academic hours per task.
Title	The title of the task.

Section 2: Lessons

Lesson NO	The lesson ID.
Version	The version number of the lesson.
Title	The title of the lesson.
TECH of DEL	The title of the technique of delivery.
HRS	The number of hours assigned to each MOI.
MOI	The MOI for the lesson.
Total Del Hours	The total of all MOI hours.
TLO	The Terminal Learning Objective (TLO) to include the TLO number, title, and origination date.

Reference:

Materials Items	The reference number for each material used for the lesson.
Name	The name of the material.
Remarks	Textual information that is required by other entries or as desired by the proponent.

4.1.2.8.1 Columns in the Mandatory Training Module

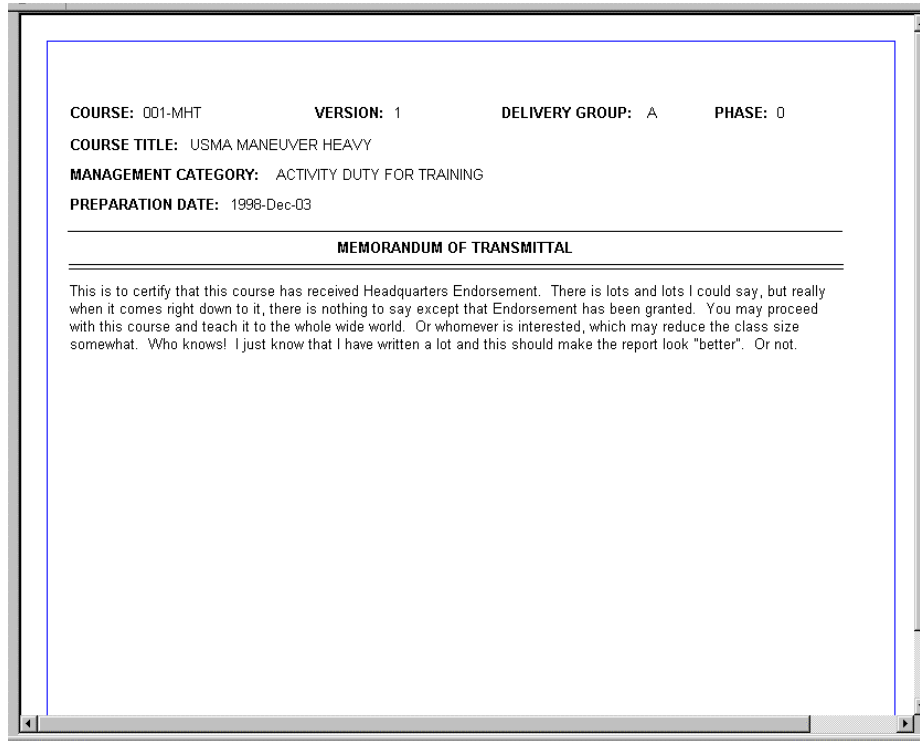
The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Mandatory Training Module* report:

- Course Code
- Course Version
- Delivery Group
- Phase Identifier
- Course Name
- Change Date
- Configuration Code

4.1.2.9 Memo of Transmittal

The *Memo of Transmittal* is required for all CAD submissions to TRADOC and may be created by the school providing reasons for the POI submission. This report is still under development. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Memo of Transmittal



COURSE: 001-MHT VERSION: 1 DELIVERY GROUP: A PHASE: 0

COURSE TITLE: USMA MANEUVER HEAVY

MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING

PREPARATION DATE: 1998-Dec-03

MEMORANDUM OF TRANSMITTAL

This is to certify that this course has received Headquarters Endorsement. There is lots and lots I could say, but really when it comes right down to it, there is nothing to say except that Endorsement has been granted. You may proceed with this course and teach it to the whole wide world. Or whomever is interested, which may reduce the class size somewhat. Who knows! I just know that I have written a lot and this should make the report look "better". Or not.

Figure 4-51: Memo of Transmittal

The following information is shown in the *Memo of Transmittal*:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Textual Data	Textual information that is required by other entries or as desired by the proponent.

4.1.2.9.1 Columns in the Memo of Transmittal Report

The following selections are available for the *Column Name* of the *Visible Attributes* function, *Item Name* of the *Sort function* on the *Memorandum of Transmittal* report:

- Change Date
- Course Version
- Course Name
- Course Code
- Description Text
- Phase Identifier
- Configuration Code
- Delivery Group

4.1.2.10 Personnel Support Summary

The *Personnel Support Summary* report identifies the type of personnel required to support the training for a course of instruction. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Personnel Support Summary

COURSE: 001-MHT VERSION: 1 DELIVERY GROUP: A PHASE: 0
 COURSE TITLE: USMA MANEUVER HEAVY
 MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING
 PREPARATION DATE: 1998-Dec-03

PERSONNEL SUPPORT SUMMARY

TYPE	NAME	STEP TITLE	QUANTITY
GS One	1ST ARMORED DIV NCOA - B	test1	2

REMARKS: fa

Figure 4-52: Personnel Support Summary Report

The following information is shown in the *Personnel Support Summary Report*:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.

Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Type	The personnel type.
Name	The name (title) of the support personnel, e.g., platoons.
Step Title	The name of the learning step.
Quantity	The quantity required.
Remarks	Textual information that is required by other entries or as desired by the proponent.

4.1.2.10.1 Columns in the Personnel Support Summary Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Personnel Support Summary* report:

- Course Code
- Course Version
- Delivery Group
- Phase Identifier
- Course Name
- Change Date
- Configuration Code

4.1.2.11 Program of Instruction (POI) Cover Page

The ***Program of Instruction (POI) Cover Page*** identifies the course that the POI addresses, total academic hours, fiscal year and quarter in which the course is implemented, date the POI was approved, and the approving authority. See Section 4.1.2.1 for more information on generating a ***Course Management*** report.

Tools → Reports → Course Management ♦ POI Cover Page

COURSE: 001-MHT	VERSION: 1	DELIVERY GROUP: A	PHASE: 0
COURSE TITLE: USMA MANEUVER HEAVY			
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING			
PREPARATION DATE: 1998-Dec-03			
<hr/>			
PROGRAM OF INSTRUCTION			
<hr/>			
<hr/>			
TOTAL COMPUTED ACADEMIC HOURS: 19			
FISCAL YEAR: 1997		FISCAL YEAR QUARTER: 2	
SUPERSEDES: This is the super session text for Course 11. dhfdjhffmjdoo			
FOREIGN DISCLOSURE: This is the Foreign Disclosure text.			
<u>STATUS</u>	<u>STATUS CHANGE DATE</u>	<u>APPROVAL AUTHORITY</u>	
Commandant Approved POI	1998-Nov-02	Commandant US Army Infantry School	
DCST Validated	1998-Oct-02		
MACOM Validation	1998-May-05	I am a boss too.	
Manpower Validation	1998-Apr-04		
DRAFT POI	1997-Oct-14	This is a test to see if the broadcast works.	

Figure 4-53: POI Cover Page

The following information is shown in the *POI Cover Page*:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Total Computed Academic Hours	Total computed academic hours for the course.
Fiscal Year	The fiscal year in which the course is implemented.
Fiscal Year Quarter	The fiscal year quarter in which the course is implemented.

Supersedes	The super session text for the course.
Foreign Disclosure	The Foreign Disclosure restriction statement.
Status	The code for the current status of the course.
Status Change Date	The date that the course status code is changed.
Approval Authority	The name, title, and agency of the approval authority.

4.1.2.11.1 Columns in the POI Cover Page

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *POI Cover Page*:

- Course Code
- Course Name
- Course Version
- Change Date
- Delivery Group
- Configuration Code
- Phase Identifier

4.1.2.12 Preface Report

The *Preface Report* provides a summary of general course or instruction data. The information is derived when a Course Administrative Data (CAD) is built. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools→Reports→Course Management◆Preface

COURSE: 001-MHT	VERSION: 1	DELIVERY GROUP: A	PHASE: 0
COURSE TITLE: USMA MANEUVER HEAVY			
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING			
PREPARATION DATE: 1998-Dec-03			
PREFACE PAGE			
FISCAL YEAR: 1997 FISCAL YEAR QUARTER: 2			
COURSE PURPOSE: Testing. This provides an explanation of the Purpose of the course.			
COURSE SCOPE: This field provides the Scope text.			
PHASE SCOPE: This is the course Phase Scope text.			
COURSE PREREQUISITES: This is the Prerequisite text for the course. Does it print/save?			
PHASE PREREQUISITES: Phase prerequisites are far too complex to cover in this short amount of space.			
SPECIAL INFORMATION: This is the Special information.			
COURSE LENGTH WEEKS: 2	DAYS: 14	HOURS: 84	
COMPUTED ICH: 399	ADJUSTED ICH: 8	TMA ICH: 26	

Figure 4-54: Preface Report

The following information is shown in the ***Preface Report***:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Fiscal Year	The fiscal year that the course will be taught.
Fiscal Year Quarter	The quarter within the fiscal year the course will be taught.
Course Purpose	Describes the purpose of the course.
Course Scope	Describes the scope of the course.
Phase Scope	Describes the scope of the phase.
Course Prerequisites	Provides the prerequisites required in order to qualify for the course.
Phase Prerequisites	Provides the prerequisites required in order to qualify for the phase.
Special Information	Textual information that is required by other entries or as desired by the proponent.
COURSE LENGTH	
Weeks	The length of the course depicted in weeks.
Days	The length of the course depicted in days.
Hours	The length of the course depicted in hours.
Computed ICH	The number of Instructor Contact Hours (ICH).
Adjusted ICH	The number of adjusted ICH.
TMA ICH	The estimated ICH from a resource management perspective.
CLASS SIZE	
Maximum	The maximum number of students accepted in the class.
Optimum	The preferred number of students in the class.
Minimum	The minimum number of students required to offer the class.
Academic Hours	The type of academic hours (Unique, Shared, and Total).

Computed	The number of unique, shared, and total academic hours.
Adjusted	The number of adjusted unique, shared, and total academic hours.
Estimated Flight Hours	The estimated number of flight hours for the course.
Validation Code	Identifies the document as a valid submission.
Manpower Estimate	Resourcing that reflects an estimate of the manpower required to conduct the course.
Hours Developed By Others	The number of academic hours of instruction developed by another proponent, whether army or contract.
Hours Conducted By Others	The quantity of academic hours produced by extrinsic sources for a training course.
Course Type	The type of course.
ITRO Type	The type of ITRO associated with the course.
Contract Type	Describes whether all, partial, or no portions of the course are contracted out.
Course Change Date	The date the course was modified.
TD Proponents	
Army Course Proponent	The name of the school responsible for the course content.
Design and Development	The name of the school by which the course was designed and developed.
Instructor Provided Support	The name of the school providing the instructor support.
Training Evaluation Proponent	The name of the school that evaluated the course.
Course Remarks	Textual information for the course that is required by other entries or as desired by the proponent.
Phase Remarks	Textual information for the phase of the course that is required by other entries or as desired by the proponent.

4.1.2.13 Skills, Knowledge, and Tasks Summary

The *Skills, Knowledge, and Tasks Summary* report provides information on the skills, knowledge, or tasks taught in the course of instruction. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Skills, Knowledge, and Task Summary

COURSE: 001-MHT	VERSION: 1	DELIVERY GROUP: A	PHASE: 0
COURSE TITLE: USMA MANEUVER HEAVY			
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING			
PREPARATION DATE: 1998-Dec-03			
SKILLS, KNOWLEDGE, AND TASKS SUMMARY			
TASK NO	TITLE	LESSON NO	METHOD OF TRAINING
ABC-123.1	MARKSMANSHIP INTRO	GH 240	CLASSROOM
ABC-124	MARKSMANSHIP CLASS	WH 040	VERBAL

Figure 4-55: Skills, Knowledge, and Tasks Summary Report

The following information is shown in the *Skills, Knowledge, and Tasks Summary Report*:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Task No	The task number.
Title	The task title.
Lesson No	The lesson ID.

Method of Training Provides the method of training.

4.1.2.13.1 Columns in the Skills, Knowledge, and Tasks Summary

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Skills, Knowledge, and Tasks Summary* report:

- Course Code
- Course Version
- Delivery Group
- Phase Identifier
- Course Name
- Change Date
- Configuration Code

4.1.2.14 TMA Field Team Validation Report

The *TMA Field Team Validation* report provides all the instructional information for calculating and determining instructor resources for a course of instruction. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ TMA Field Team Validation

COURSE: 001-MHT	VERSION: 1	DELIVERY GROUP: A	PHASE: 0	
COURSE TITLE: USMA MANEUVER HEAVY				
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING				
PREPARATION DATE: 1998-Dec-03				
<hr/>				
TMA FIELD TEAM VALIDATION				
<hr/>				
<hr/>				
MODULE: D Module				
<hr/>				
LESSON: APFT50	INSTR			
<u>MOI</u>	<u>GRPS</u>	<u>PER GRP</u>	<u>DURATION</u>	<u>ICH</u>
TEST	1	1	2	4
CONFERENCE				
PRACTICAL EXERCISE (PERFORMANCE)	12	12	12	36
PRACTICAL EXERCISE (PERFORMANCE)	12	12	12	36
PRACTICAL EXERCISE (PERFORMANCE)	12	12	12	36
PRACTICAL EXERCISE (PERFORMANCE)	12	12	12	36
PRACTICAL EXERCISE (PERFORMANCE)	12	12	12	36
BRAINSTORMING	1	1	1	3
POC: Ed Diks	TOTAL LESSON ICH:			187
REMARK: No Data Transferred				

Figure 4-56: TMA Field Team Validation Report

The following information is shown in the *TMA Field Team Validation Report*:

Course The course ID.

Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category code.
Preparation Date	The date the course is created.
Module	The module ID.
Lesson	The lesson ID.
MOI	The method of instruction.
GRPS	The number of groups.
INSTR Per GRP	The number of instructors per group.
Duration	The duration of the lesson.
ICH	The total instructor contact hours.
Total Lesson ICH	The total number of instructor contact hours for the lesson.
POC	The point of contact.
Remark	Textual information that is required by other entries or as desired by the proponent.
Total Module ICH	The total number of instructor contact hours for the module.
Grand Total ICH	The total number of instructor contact hours for all the modules combined.

4.1.2.14.1 Columns in the TMA Field Team Validation Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *TMA Field Team Validation* report:

- Course Code
- Course Version
- Delivery Group
- Phase Identifier
- Course Name
- Change Date
- Configuration Code

4.1.2.15 Training Aids, Devices, and Substitutes Report

The *Training Aids, Devices, and Substitutes* report lists all training aids, devices or substitutes used during a course of instruction. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Training Aids, Devices, and Substitutes

COURSE: 001-MHT	VERSION: 1	DELIVERY GROUP: A	PHASE: 2
COURSE TITLE: USMA MANEUVER HEAVY			
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING			
PREPARATION DATE: 1998-Dec-03			
<hr/>			
TRAINING AIDS, DEVICES AND SUBSTITUTES			
<hr/>			
<hr/>			
SUBSTITUTE NOMEN		QTY REQ FOR	EQUIPMENT REPLACED
<u>LIN/NSN/DEV NO</u>	<u>NOMENCLATURE</u>	<u>SINGLE</u>	<u>LIN/NSN/DEV NO</u>
		<u>ITERATION</u>	
2815-01-222-9999	CHAIR AND WHIP	55	WHP-01
9999_00_888_7777	BEACH BALL	89	BB

Figure 4-57: Training Aids, Devices, and Substitutes Report

The following information is shown in the *Training Aids, Devices, and Substitutes Report*:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Substitute Nomen LIN/NSN/DEV NO	The substitute nomenclature line item number, nation stock number, and device number.
Nomenclature	The nomenclature.
PFN NO	The POI file number that identifies a specific POI file.

QTY REQ For Single Iteration

The quantity required for single iteration.

**EQUIP Replaced
LIN/NSN/DEV NO**

The equipment replaced line item number, national stock number, and device number.

4.1.2.15.1 Columns in the Training Aids, Devices, and Substitutes Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Training Aids, Devices, and Substitutes* report:

- Phase Identifier
- Change Date
- Course Code
- Course Name
- Course Version
- Delivery Group
- Configuration Code

4.1.2.16 Training Module

The *Training Module* report provides users a logical grouping of lessons within the course of instruction. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Training Module

COURSE: 001-MHT	VERSION: 1	DELIVERY GROUP: A	PHASE: 0
COURSE TITLE: USMA MANEUVER HEAVY			
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING			
PREPARATION DATE: 1998-Dec-03			
TRAINING MODULE			
MODULE: D Module			
TITLE: All Academic Tests			
PURPOSE: This is the purpose text for Module 51			
TECHNIQUES(S) OF DELIVERY: INTERACTIVE COURSEWARE			
HOURS: 6			
TOTAL ACADEMIC HOURS: 6			HRS / MOI
LESSON NO: GH 240			0 / CO
VERSION: 2			0 / PE
TITLE: DETERMINE AZIMUTHS			1 / TE
			2 / TE
			4 / TE
TLO			
Lesson Objective for TERMINAL			TOTAL DEL HOURS: 7
REFERENCE:	MATERIAL ITEM	NAME	
	0000-00-000-0000	AMMO-WATER BALLOONS	

Figure 4-58: Training Module Report

The following information is shown in the **Training Module** report:

Course	The course ID.
Version	The version number of the course.
Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Module	The module ID that identifies the module.
Title	The title or name of the module.
Purpose	A brief statement describing the reasons for grouping the attached lessons, e.g., instructor qualifications, equipment requirements, etc.
Technique(s) of Delivery	The technique(s) of delivery per module.
Hours	The hours assigned to each technique of delivery.
Total Academic Hours	The total of academic hours.
Lesson NO	The lesson ID.
Version	The lesson version number.
Title	The title of the lesson.
TLO	The Terminal Learning Objective (TLO) to include the TLO number, title, and origination date.
HRS	The number of hours assigned to each Method of Instruction (MOI).
MOI	The MOI for the lesson.
Total DEL Hours	The total of all MOI hours.
Reference:	
Material Item	The reference number of each material used for the lesson.
Name	The name of the material.
Remarks	Textual information that is required by other entries or as desired by the proponent.

4.1.2.16.1 Columns in the Training Module Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Training Module* report:

- Course Code
- Course Version
- Delivery Group
- Phase Identifier
- Course Name
- Change Date
- Configuration Code

4.1.2.17 Training Module with Tasks, Conditions, and Standards

The *Training Module with Tasks, Conditions, and Standards* provides users a logical grouping of lessons within the course of instruction and describes the Enabler Learning Objective's (ELO's) related tasks, conditions and standards. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Training Module with Tasks, Conditions, and Standards

COURSE: 001-MHT	VERSION: 1	DELIVERY GROUP: A	PHASE: 0
COURSE TITLE: USMA MANEUVER HEAVY			
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING			
PREPARATION DATE: 1998-Dec-03			
TRAINING MODULE W/ ACTIONS, CONDITIONS, AND STANDARDS			
MODULE: D Module			
TITLE: All Academic Tests			
PURPOSE: This is the purpose text for Module 51			
TECHNIQUES(S) OF DELIVERY: INTERACTIVE COURSEWARE			
HOURS: 6			
TOTAL ACADEMIC HOURS: 6		<u>HRS / MOI</u>	
LESSON NO: GH 240		0 / CO	
VERSION: 2		0 / PE	
TITLE: DETERMINE AZIMUTHS		1 / TE	
		2 / TE	
		4 / TE	
TOTAL DEL HOURS:		7	

Figure 4-59: Training Module with Tasks, Conditions, and Standards

The following information is shown in the *Training Module with Tasks, Conditions, and Standards* report:

Course The course ID.

Version The version number of the course.

Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The course training management category.
Preparation Date	The date the course is created.
Module	The module ID.
Title	The name of the module.
Purpose	Defines the purpose of the module.
Techniques(s) of Delivery	The technique(s) of delivery per module.
Hours	The hours assigned to each technique of delivery.
Total Academic Hours	The total of academic hours.
Lesson No	The lesson ID.
Version	The lesson version ID.
Title	The name of the lesson.
HRS	The number of hours assigned to each MOI.
MOI	The method of instruction for the lesson.
Total DEL Hours	The total of all MOI hours.
Reference:	
Material Item	The reference number of each material used for the lesson.
Name	The name of the material.
Remark	Textual information that is required by other entries or as desired by the proponent.
Action	The action text defines the type of performance that is to occur. The action must be measurable, preservable, verifiable, and reliable.
Condition	The learning objective condition text.
Standard	The learning objective standard text.

4.1.2.17.1 Columns in the Training Module with Tasks, Conditions, and Standards Report

The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Training Module with Tasks, Conditions, and Standards* report:

- Course Code
- Course Version
- Delivery Group
- Phase Identifier
- Course Name
- Change Date
- Configuration Code

4.1.2.18 Training Support Equipment Summary

The *Training Support Equipment Summary* report lists the equipment requirements that support the training for a course of instruction. See Section 4.1.2.1 for more information on generating a *Course Management* report.

Tools → Reports → Course Management ♦ Training Support Equipment Summary

COURSE: 001-MHT	VERSION: 1	DELIVERY GROUP: A	PHASE: 0			
COURSE TITLE: USMA MANEUVER HEAVY						
MANAGEMENT CATEGORY: ACTIVITY DUTY FOR TRAINING						
PREPARATION DATE: 1998-Dec-03						
<hr/>						
TRAINING SUPPORT EQUIPMENT SUMMARY						
<hr/>						
<u>LIN/NSN</u>	<u>LESSON</u>	<u>QTY REQ</u>	<u>AVG RATIO EQUIP TO STU</u>	<u>C R I</u>	<u>OPTEMPO HRS</u>	<u>MIL</u>
0000-00-000-0000	GH 240	10	1	Y	9	10
REMARKS: test						
0000-00-000-0000	GH 240	10	1	Y	9	10
REMARKS:						
2815-01-166-2061	GH 240		034100	Y	3	4
REMARKS: test						
2815-01-166-2061	GH 240		034100	Y	3	4
REMARKS:						

Figure 4-60: Training Support Equipment Summary Report

The following information is shown in the *Training Support Equipment Summary Report*:

Course The course ID.

Version The version number of the course.

Delivery Group	The delivery group code.
Phase	The phase ID for the course.
Course Title	The title of the course.
Management Category	The date the course is created.
Preparation Date	The course training management category code.
LIN/NSN	The Line Item Number/National Stock Number.
Lesson	The lesson ID.
QTY REQ	The quantity required.
AVG Ratio EQUIP to STU	The average ratio of equipment to student.
CRI	The equipment critical to training.
OPTEMPO HRS	The OPTEMPO hours.
OPTEMPO MIL	The OPTEMPO and miles.
Remarks	Textual information that is required by other entries or as desired by the proponent.

4.1.2.18.1 Columns in the Training Support Equipment Summary Report


The following selections are available for the *Column Name* of the *Visible Attributes* function and *Item Name* of the *Sort function* on the *Support Equipment Summary* report:

- Course Code
- Course Version
- Delivery Group
- Phase identifier
- Course Name
- Change Date
- Configuration Code

4.1.3 Report Commands

The following sections outline the report commands that can be accessed from the report's pop-up menu. This menu is accessed by right-clicking anywhere on the report screen. Some commands also have a corresponding button on the SheetBar.

4.1.3.1 Zoom

The *Zoom* option allows a user to change the view of the report. To use this option, click the *Zoom* button  on the SheetBar. The *Print Zoom* property sheet (see Figure 4-61) will appear. The user can change the magnification of a report by selecting from a list of predefined sizes or typing a customized size. The user can also select to view or

hide the rulers around the report by clicking in the **Show Rulers** box. A “✓” is displayed in the box when the rulers are activated. Click the **OK** button to accept the change. Click the **Cancel** button to close the property sheet and keep the current size. Click **Help** to access the on-line help on the **Zoom** option.

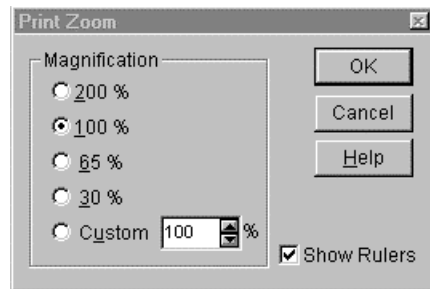


Figure 4-61: Print Zoom

4.1.3.2 Sort

The **Sort** option allows a user to sort the data on a report using predefined sort qualifiers. To sort a report using one of the listed attributes:

Step 1: Click the **Sort** button located on the SheetBar. 

A **Sort – Report** property sheet will appear (see Figure 4-62).

Step 2: Select the primary **Sort** qualifier from the first **Item Name** drop-down list.

NOTE: The user can select multiple search qualifiers. Each one is a lower priority than the previous.

Step 3: Select the **Direction** of the search for each **Item Name**, **Ascending**, or **Descending**.

Step 4: Click the **OK** button to begin the sort.

OR

Click the **Clear** button to clear the column names. The **Sort** property sheet will remain open to allow the user to select more data.

OR

Click the **Cancel** button to close the **Sort** property sheet.

OR

Click the **Help** button to get the on-line help.

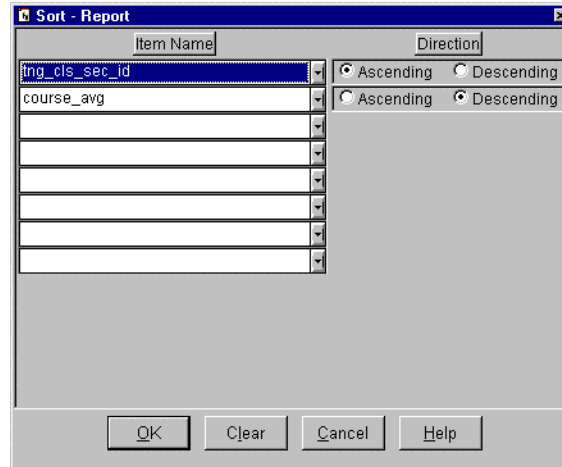


Figure 4-62: Sort – Report

4.1.3.3 Visible Attributes

The **Visible Attributes** option allows a user to eliminate specific data from appearing on a report. For example, the user may choose to print a report without the student's SSN. The user can select the SSN attribute to turn it off. Once the SSN attribute has been selected, it will not appear on the report. To change the visible attributes of a report:

Step 1: Click the **Visible Attributes** button located on the SheetBar.

A **Visible Attributes** property sheet will appear (see Figure 4-63). 

Step 2: Select the **Column Name**, to which data should not be visible, by clicking on the box in the **Visible** column.

Choose the column name that should not display data. Click the box to the right of the column name to remove the “✓”. The selected visible attribute has been turned off. To display the data click on the box again. A “✓” will appear which indicates the attribute has been turned on.

Step 3: Click the “✓” for each column name until each attribute that is to appear in the report has a check mark in the appropriate box.

Step 4: Click the **Yes** button to accept the changes.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

OR

Click the **Help** button to access the on-line help.

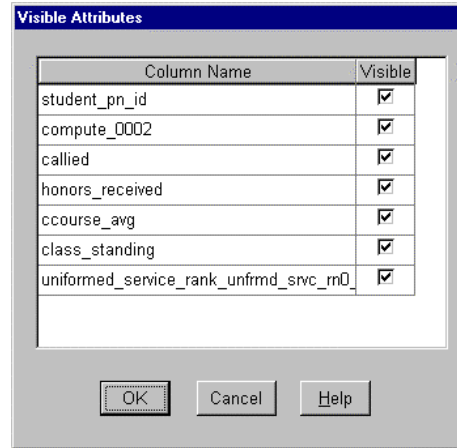


Figure 4-63: Visible Attributes Property Sheet

4.1.3.4 Retrieve

The **Retrieve** option allows the user to select new Retrieve Arguments for the given report. After selecting this option, the appropriate **Retrieve Arguments** property sheet will appear. Simply select the new retrieve arguments and click the **OK** button to create a new report.

4.1.3.5 Filter Expression

The **Filter Expression** option allows the user to create customized filters for various values in the report. Any value that is listed in the **Column Name** list for the report can be filtered using this function. To filter a given value:

Step 1: Select the **Filter Expression** option from the reports pop-up menu.

Step 2: The **Filter** property sheet will appear (see Figure 4-64).

NOTE: The **Filter** property sheet shown is for the **Class Gradesheet** report. The available **Columns** attributes will vary depending on the report.

Step 3: Create the desired filter expression by combining the variables listed in the **Columns** box with the functions, listed in the **Functions** box and the **Operators** on the very left. Filters created will appear in the large box at the top of the property sheet.

Step 4: Once a filter has been created, it can be verified by clicking the **Verify** button. If there is a problem with the filter expression, an error message will appear.

Step 5: Click the **Yes** button to accept the filters.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

OR

Click the **Help** button to access the on-line help.

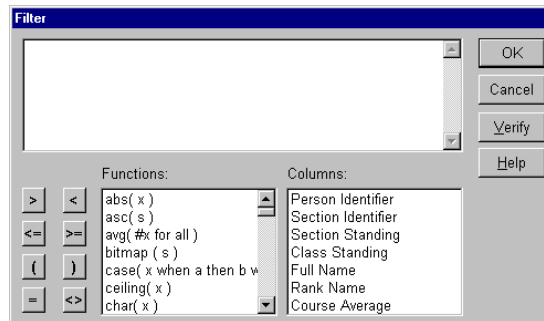


Figure 4-64: Filter Expression

4.1.3.6 Filter by Person

This option allows the user to view the report of a specific person or persons. To filter the current report, right-click anywhere within the report window. A pop-up menu will appear. Click the **Filter by Person** option on the menu. A filter dialog box will appear. This dialog box allows the user to choose one or more individuals using standard Windows selection methods (i.e., click on a name to select an individual, hold the **[Ctrl]** key and click on names to select multiple individuals, or hold the **[Shift]** key and click on a name to select a range of names). To un-highlight a name, simply click it again. After the name(s) is chosen, click the **OK** button. The report will then only contain the information pertaining to the students that were chosen with the filter. Click the **Cancel** button to close the **Filter by Person** dialog box without performing the filter function. Click the **Help** button to open the on-line help on the **Filter by Person** function.

4.1.3.7 Filter by Class Section

This option allows the user to view the report with data from a specified section. To filter the current report, right-click anywhere within the report window. A pop-up menu will appear. Click the **Filter by Section** option on the menu. A filter dialog box will appear. This dialog box allows the user to choose one or more sections using standard Windows selection methods (i.e., click on a section to select an individual, hold the **[Ctrl]** key and click on section names to select multiple sections, or hold the **[Shift]** key and click on a name to select a range of sections). To un-highlight a section, simply click it again. After the section(s) is chosen, click the **OK** button. The report will then be

initialized with data pertaining only to that section. Click the **Cancel** button to close the **Filter by Section** dialog box without performing the filter function. Click the **Help** button to get the online help on the **Filter by Section** function.

4.1.3.8 Filter by Allied

This option allows the user to view the report so that it only contains information pertaining to allied students, US students, or all students. To filter the current report, right-click anywhere within the report window. A pop-up menu will appear. Click the **Filter by Allied** option. A filter dialog box will appear. Select one of the following three options: **Show only allied students**, **Show only US students**, or **Show all students**. The circle next to the selected option will be highlighted. Click the **OK** button; the report will then be filtered according to the user's specifications. Click the **Cancel** button to close the **Filter by Allied** dialog box without performing the filter function. Click the **Help** button to get the online help on **Filter by Allied** function.

4.1.3.9 Filter by Casual Status

This option allows the user to view the report so that it only contains information pertaining to students who are currently on casual status, were on casual status, or who have never been on casual status. To filter the current report, right-click anywhere within the report window. A pop-up menu will appear. Click the **Filter by Casual Status** option. A filter dialog box will appear. Select either **Show only students who are currently on casual status**, **Show students who were on casual status**, or **Show all students who have never been on casual status**. The circle next to the selected option will be highlighted. Click the **OK** button; the report will then be filtered according to the user's specifications. Click the **Cancel** button to close the **Filter by Casual Status** dialog box without performing the filter function. Click the **Help** button to open the online help on the **Filter by Casual Status** function.


4.2 Diploma Design

This section explains the **Diploma Design** tool of the AIMS-PC system and how to use it.

The **Diploma Design** tool provides an FA with a way to personalize preprinted diplomas. Government/Army diplomas require no standards and are unique to each Army school and training center.

The **Diploma Design** tool allows a user to create a new diploma with specific data fields to fit a particular preprinted diploma and save it in the AIMS-PC system. The diplomas created by a user are displayed on the right side of the split diploma screen for easy access. A user can access a predefined diploma from the list and display it on the

right side of the split diploma screen. The **Diploma Design** tool retrieves selected data from within the AIMS-PC system to fill out the preprinted diplomas.

The **Diploma Design** tool can be accessed two ways. A user can select **Tools** from the main menu bar to display a drop-down menu. Click **Diploma Design** to access the **Diploma Design** window (see Figure 4-65). A user can also click the **Diploma Design** button  on the FrameBar to access the **Diploma Design** window.

Tools → Diploma Design

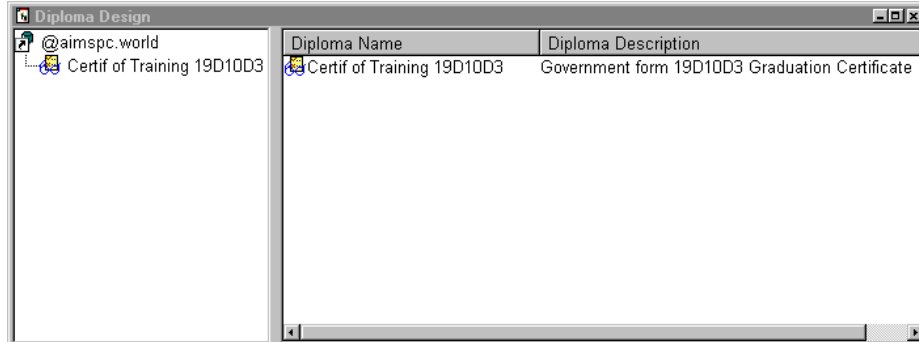



Figure 4-65: Diploma Design Window

- New Diploma
- Select Attributes
- Visible Attributes
- Preview
- Diploma Layout
- Retrieve Arguments
- Filter by Person

4.2.1 New Diploma Design

The **New Diploma** feature provides users with the ability to create customized diploma designs. This option allows a user to apply a name and description to a new diploma and save it in the **Diploma Design** tool. The list of diploma names is displayed in the left-hand side of the **Diploma Design** window. To create a new diploma:

- Step 1:** Click the **New Diploma** button  on the SheetBar.
- Step 2:** A **Diploma Properties** dialog box (see Figure 4-66) will appear, which allows the user to enter the new diploma name in the **Diploma Name** text box.
- Step 3:** Tab down to **Diploma Description** and enter a description of the diploma (i.e., Government form 19D10D3 Graduation Certificate).

Step 4: Click the **OK** button to save the new name in the **Diploma Design** tool. A new diploma format will appear with the following attributes: frml_mil_school_nm (school name), tng_crs_nm (course name), 'class'+tng_cls_id+'+fy_yrdt' (class ID and date), and full_name (student's full name).

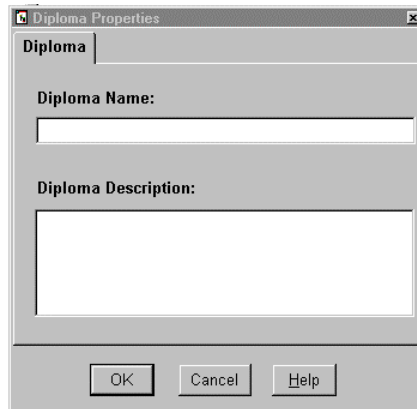


Figure 4-66: Diploma Properties

Click the **Cancel** button to close the dialog box without adding the new format. Click the **Help** button to access the on-line help on the **New Diploma** function.

Once a new diploma design is saved in the list of diploma names, a user can select the diploma design from the list of diploma names. Click a diploma name to display that diploma's format on the right side of the diploma window. When the diploma design is displayed a user can add, modify, and delete data fields.

4.2.1.1 Select Attribute

The **Select Attribute** option allows a user to add a variety of attributes to a diploma design. A user can insert, modify, and delete up to 25 attributes. These attributes are described in Appendix C. Select **Insert Fields** from the **Edit** menu located on the main menu bar to display the **Select Attribute** property sheet (see Figure 4-67). Highlight the desired attributes and click the **OK** button at the bottom of the property sheet. The selected attributes will be displayed on the diploma sheet. The user can relocate the attributes on the diploma sheet.

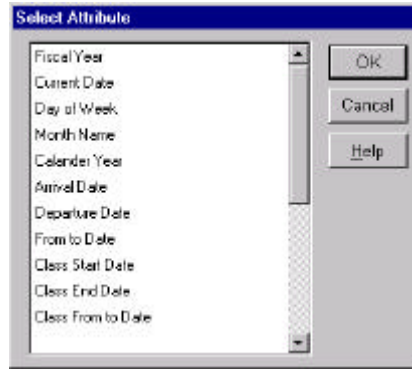


Figure 4-67: Select Attributes

Click the **Cancel** button to close the property sheet without adding the selected attributes. Click the **Help** button to access the on-line help on the **Selected Attributes** function.

4.2.1.2 Visible Attributes

The **Visible Attributes** option allows a user to relocate attributes on the diploma sheet. To relocate an attribute, select **Visible Attributes** under the **Edit** menu on the main menu bar. The **Visible Attributes** property sheet (see Figure 4-84) will appear allowing the user to change the location of the attributes on the diploma sheet.

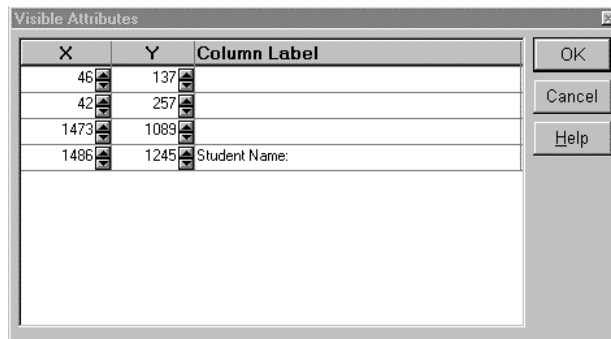


Figure 4-68: Visible Attributes

The user can change the **X** (left to right) or **Y** (top to bottom) coordinate for each attribute. Click the up arrow to increase the coordinate, click the down arrow to decrease the coordinate. Click the **OK** button to save the change and relocate the attributes on the diploma sheet. Click the **Cancel** button to close the property sheet without changing the location of the attributes. Click the **Help** button to access the on-line help on **Visible Attributes**.


It is also possible to click and drag an attribute to a new location on the diploma sheet; as well as, change the size of the attribute. Simply point and click on an attribute and drag it to the desired location. The user can also change the height and width of the attribute. Place the mouse on the border of the attribute. A double-sided arrow will appear; click and drag the mouse to enlarge or shrink the size of the attribute.

NOTE: When the diploma sheet is sized smaller, some attributes may not display on the screen. The user will not be able to click and drag those attributes to a new location. To relocate the attributes, use the **Visible Attributes** option.

A user can delete attributes from the diploma sheet. Right-click on the attribute to be deleted. A duplicate of the **Edit** menu, from the main menu bar, will appear on the diploma sheet. Select the delete option and the selected attribute will be deleted.

NOTE: Once an attribute has been deleted, it cannot be undone.

4.2.2 Preview

The **Preview** option allows a user to change the view of the diploma sheet. To use this option, click on the **Preview** button  on the SheetBar. The **Print Zoom** property sheet (see Figure 4-69) will appear. The user can change the view of the diploma sheet by selecting from a list of predefined sizes or customizing the magnification. The user can also select to view or hide the rulers around the diploma sheet by clicking in the **Show Rulers** box. A “✓” is displayed in the box when the rulers are activated. Click the **OK** button to accept the change. Click the **Cancel** button to close the property sheet and keep the current size. Click **Help** to access the on-line help on the **Preview** option.

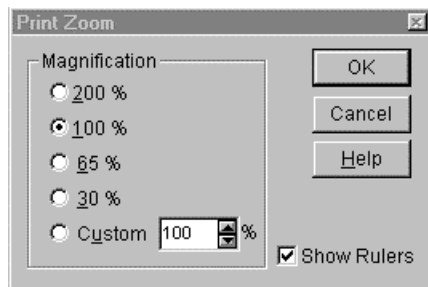


Figure 4-69: Print Zoom

4.2.3 Diploma Layout

The **Diploma Layout** option allows a user to modify the paper size, source, and orientation. To use this option, select **View → Diploma Layout**. The **Diploma Layout** property sheet (see Figure 4-70) will appear allowing the user to select the paper size from a drop-down list of available sizes. The user can also select the paper source from a drop-down list.

NOTE: The paper source default is set at manual. This allows a user to insert a preprinted diploma in the printer before printing begins.

The user can specify the paper orientation by selecting either **Portrait** or **Landscape**. Click the **OK** button to save the changes. Click the **Cancel** button to close the property sheet without any changes. Click **Help** to access the on-line help for **Diploma Layout**.

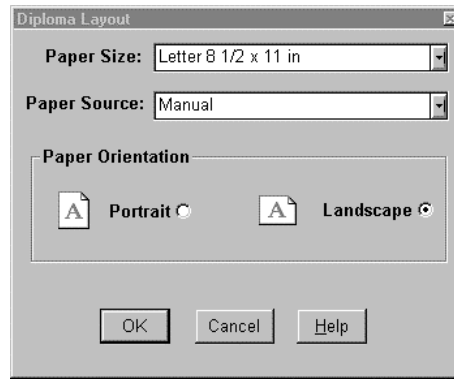



Figure 4-70: Diploma Layout

4.2.4 Retrieve Arguments

The **Retrieve Arguments** option allows a user to retrieve student data for the attributes displayed on the diploma sheet. To add student data to a diploma:

Step 1: Click the **Retrieve** button located on the SheetBar. 

Step 2: Select the retrieve arguments from the **Retrieve Arguments** property sheet (see Figure 4-71).

NOTE: The data retrieved always defaults to the first student on the list.

School Name: Provides the user with a drop-down list of school names to choose from.

Course Name: Provides the user with a drop-down list of course names to choose from.

Delivery Group: Provides the user with a drop-down list of delivery group types to choose from.

Phase: Provides the user with a drop-down list of phases to choose from.

Class Name: Provides the user with a drop-down list of class names to choose from.

The 'Retrieve Arguments' dialog box contains the following fields:

- School Name:** Drop-down menu showing 'ARMOR SCHOOL FORT KNOX, KY 121'.
- Course Name:** Drop-down menu showing 'ARMOR OFFICER BASIC (M1A1)'.
- Delivery Group:** Drop-down menu showing 'A'.
- Phase:** Drop-down menu showing '0'.
- Class Name:** Drop-down menu showing '1993 Class 001'.
- Signature Block:**
 - FullName:** Text field with 'Karl Castle'.
 - Rank/Branch:** Text field with 'Major'.
 - Title:** Text field with 'Commander of Fort Knox'.
 - Address:** Text field with '12355 Fort Belvoir'.
- Buttons:** 'OK', 'Cancel', and 'Help' at the bottom.

Figure 4-71: Retrieve Arguments

Full Name: Enter the name of the commanding officer.

Rank/Branch: Enter the rank or branch of the commanding officer.

Title: Enter the title of the commanding officer.

Address: Enter the address of the school.

Step 3: Click the **OK** button to close the **Retrieve Arguments** property sheet and retrieve the diploma data.

OR

Click the **Cancel** button to exit the property sheet and return to the Diploma screen.

OR

Click the **Help** button to access the on-line help.

4.2.4.1 Filter by Person

The **Filter by Person** option allows a user to retrieve the data for a specific student or students. To filter the Diploma Design, select **Filter by Person** from the **Tools** menu on the main menu bar. A **Filter by Person** dialog box (see Figure 4-72) will appear. This dialog box allows the user to choose a different student for the diploma. Click the **OK** button to add the new student and that student's data to the diploma sheet. Click the **Cancel** button to close the **Filter by Person** dialog box without selecting a student name. Click the **Help** button to access the on-line help for **Filter by Person**.

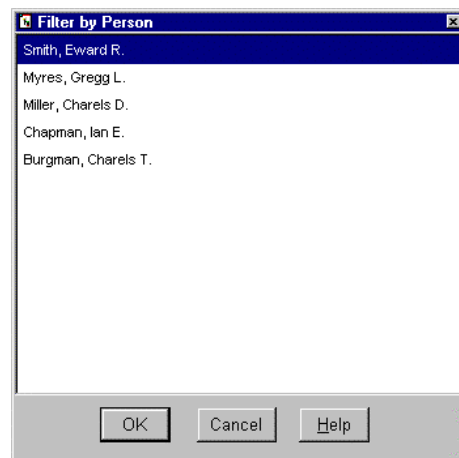


Figure 4-72: Filter by Person

4.2.4.2 Delete

To delete a current diploma, highlight the diploma to be deleted and select **Delete** from the **Edit** menu. A **Delete Diploma** dialog box will appear asking, “**You are deleting a diploma design, are you sure?**”. Click the **Yes** button to delete the diploma. Click the **No** button to return to the diploma window without deleting the diploma design.

4.2.4.3 Find

The **Find** option allows a user to search and find specific data from a list of diplomas. To use this function, select **Find** from the **Edit** menu. To search for a specific diploma:

Step 1: Select **Find** from the **Edit** menu.

A **Search** dialog box will appear.

Step 2: Fill in the **Find What** text box with the data to be used for the search.

Step 3: Select what the search data should match from the **Where** drop-down list. The user can select from the following three options: **Any Part of Column**, **Match Whole Column**, or **Start of Column**.

NOTE: When the **current_date** option is displayed in the **Search In** box, the **Where** box, and **Match Case** option are not required and will be grayed-out.

Step 4: Select which column to search from the **Search In** drop-down list. The **Search In** drop-down list will provide the user with a list of all the diploma attributes within the diploma.

Step 5: Select the direction of the search. Choose **Up** to search from bottom to top or **Down** to search from top to bottom.

Step 6: Select the **Match Case** box to restrict the search to table column data that matches the case of the **Find What** data. A “✓” indicates the **Match Case** has been activated.

Step 7: Click the **Find First** button to find the first data to match the **Find What** data.

Step 8: Click the **Find Next** button to find the next table column data to match the **Find What** data.

Step 9: Click the **Cancel** button to cancel the search and close the **Search** dialog box.

OR

Click the **Help** button to get the on-line help on the **Find** option.

4.2.4.4 Attribute Properties

To use this function, right-click on the data to be modified. A pop-up menu will appear, select **Properties** from the menu. An **Attributes** property sheet will appear allowing the user to modify the **Font**, **Expression**, and **Date**. The diploma must contain data in order to access the attribute dialog box.

NOTE: Right-click on the student's full name to include the **Expression** tab in the **Attributes** property sheet. Right-click on the date to include the **Date** tab in the **Attributes** property sheet. The **Font** tab is always included in the **Attributes** property sheet.

For a text attribute (see Figure 4-73), only the **Font** tab appears in the **Attribute** window. The user can change **Font**, **Font Style**, **Size**, **Alignment** (of the text), **Text Color**, and **Border** style in the attribute frame.

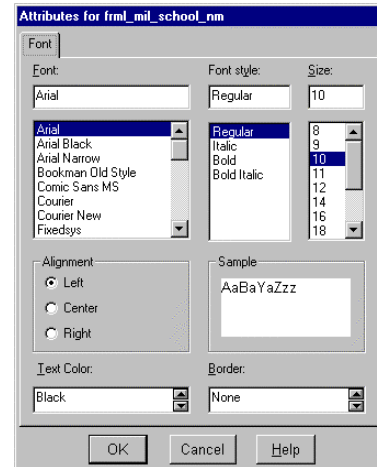


Figure 4-73: Attribute Font

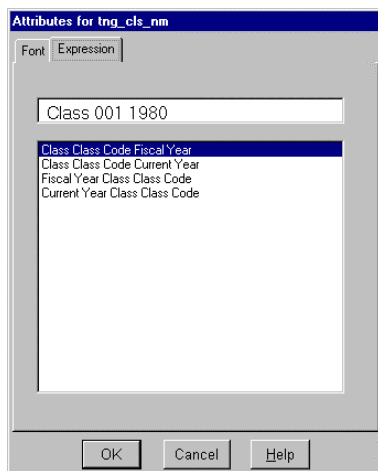


Figure 4-74: Attribute Expressions

For a composite attribute (see Figure 4-74), there is an additional tab with the **Font** tab. Click the **Expression** tab, to see a list of the different ways the attribute can be displayed. Click a format to select it. An example of the selected format is displayed in the text box on the top of the **Attribute** window.

For a date attribute (see Figure 4-75), there is an additional tab with the **Font** tab. Click the **Date Format** tab to see a list of possible formats.

Click a format to select it. An example of the selected format is displayed in the text box on the top of the **Attribute** window.

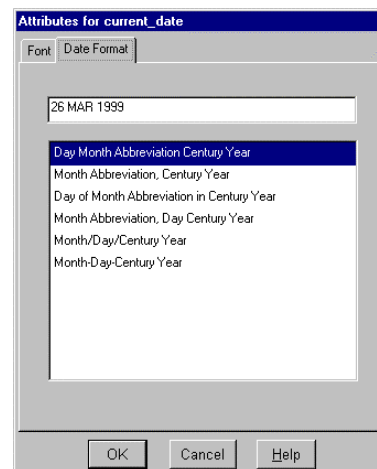



Figure 4-75: Attribute Date Format

4.3 Database Maintenance

The **Database Maintenance** tool provides FAs the ability to maintain data within the database tables. FAs can add, modify, or delete data within a table based on that table's constraints. To access the **Database Maintenance** tool, click the **Database Maintenance** button  on the FrameBar. A FA can also access this tool by selecting **Database Maintenance** from the **Tools** menu.

The database tables are displayed in a tree style list under the following two categories: **AIMS-PC** and **COMMON** (see Figure 4-76). The **AIMS-PC** category provides a list of database tables (AIMS-PC tables) that are specific to the AIMS-PC system. The **COMMON** category provides a list of database tables (Common tables) that are common across multiple SBIS applications. The **COMMON** tables listed under the database tool fall directly within the scope of AIMS-PC.

NOTE: Individuals using the database management window are required to have a high level of knowledge pertaining to the AIMS-PC database structure, table names, and column names.

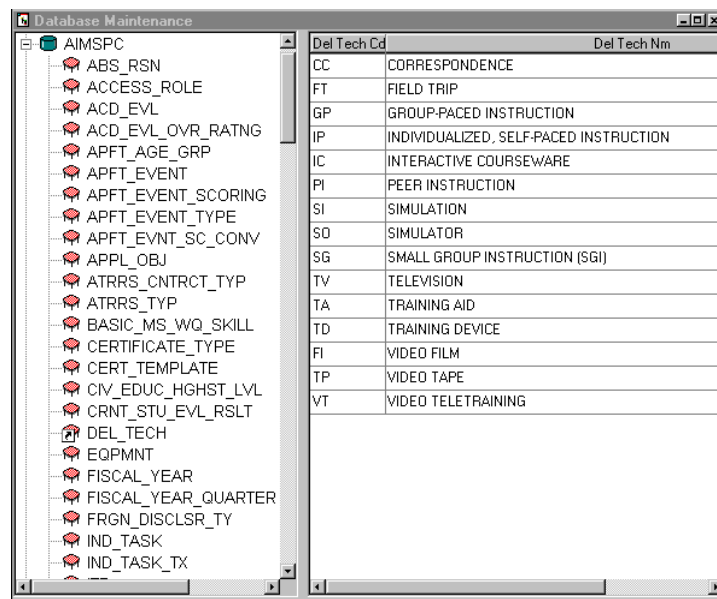








Figure 4-76: Database Maintenance


New rows can be inserted at the bottom of a database table. To insert a row, select the desired table and click the **Insert** button  on the SheetBar. Once a new row has been added, the FA can insert the necessary data.

An FA can delete rows from a database table. To delete a row, select the desired table and click on the row to be deleted. Click the **Delete** button  on the SheetBar. The **Delete** option can only delete one row at a time.

The **Database Maintenance** tool provides an easy way to move from top to bottom and one row to the next within a database table. An FA can move from anywhere within a table to the first row of that table. To move from anywhere within a table to the first

row, click the **First Row** button  on the SheetBar. To move from anywhere within a table to the last row, click the **Last Row** button  on the SheetBar. To move to the previous row, click the **Previous Row** button  on the SheetBar. To move to the next row, click the **Next Row** button  on the SheetBar. The user can also move within a table by clicking on the desired row.

NOTE: Data can be typed directly into a table column. If the correct data is not entered, the database will not accept it.

The **Update Properties** option allows a FA to restrict a database table from being updated as well as set the conditions for updating specific tables. To use the **Update Properties** option, select the desired table and click the **Update Properties** button  on the SheetBar. A **Specify Update Characteristics** (see Figure 4-77) property sheet will appear.

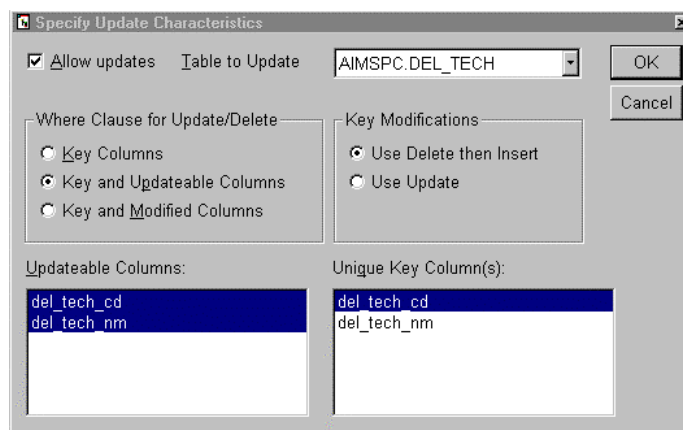


Figure 4-77: Specify Update Characteristics

Step 1: Select the **Allow updates** box to allow a table to be updated. Deselect the box to restrict a particular table from being modified. A check mark indicates the option is selected.

The **Table to Update** text box displays the name of the selected table.

Step 2: Select the **Where Clause for Update/Delete** condition to be met in order for the selected database table to be updated. Select one of the following three conditions: **Key Columns**, **Key and Updateable Columns**, or **Key and Modified Columns**.

- **Key Columns**

Only the Key Columns in the selected database table will be compared before making an update. The less conditions set for a search, the riskier the search.

- **Key and Update Columns** The Key Columns and any columns that can be updated in the selected database table will be compared before making an update.
- **Key and Modified Columns** The Key Columns and any columns that have been modified within the selected database table will be compared before making an update.

Step 3: Highlight the **Updateable Columns** and **Unique Key Columns** to include in the **Where Clause**.


Step 4: Select the **Key Modification**, to be used to update the database table, from the following two options: **Use Delete then Insert**, or **Use Update**.


Step 5: Click the **OK** button to accept.

OR

Click the **Cancel** button to close the **Specify Update Characteristics** property sheet without making any changes.

NOTE: Database tables with many foreign keys will not allow rows to be modified using the delete then insert method.

When data has been modified or added to a database table, the FA should perform a spell check to insure all data is correct. To spell check the data within a database table, select the desired table and click the **Spell Check** button  on the SheetBar.

Once all modifications have been made, the user must update the tables to save the modifications in the database. To update a table, click the **Update** button  on the SheetBar.

4.3.1 Database Table Properties

A FA can modify column labels within a database table. To modify column labels, select **Properties** from the **Edit** menu. A **Properties for table: (table name)** property sheet (see Figure 4-78) will appear. The property sheet displays the selected table name in a grayed-out box. The table name cannot be modified. A list of column names with column labels is displayed. Select the **Column Label** that is to be changed and type the new data in the column label text box. Click the **Apply** button to save the changes to the database. The property sheet will remain open to allow the FA to change another column name. Click the **OK** button to save the changes and return to the **Database Maintenance** window. Click the **Cancel** button to close the property sheet without saving any changes.

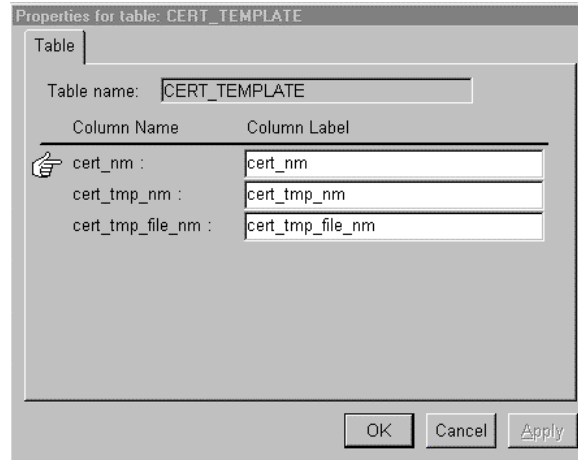


Figure 4-78: Properties for Table (Name of Table)

4.3.2 Find

The **Find** option provides a user the ability to search through **Table Owners** and **Table Names** for requested data. To use this function, select **Find** from the **Edit** menu. A **Find Item** property sheet will appear (see Figure 4-79). Fill in the following data fields.

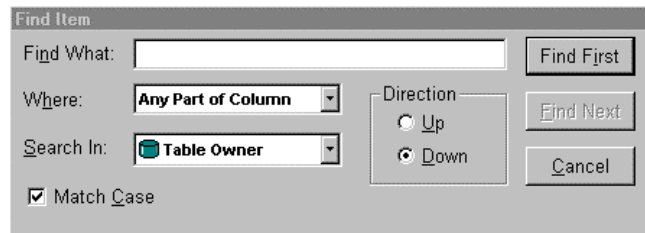


Figure 4-79: Find Item

To locate an item in the database:

- Step 1:* Select **Tools** → **Database Maintenance**.
- Step 2:* Select **Edit** → **Find**.
- Step 3:* Fill in the **Find What** text box with the data to be used for the search.
- Step 4:* Select what the search data should match from the **Where** drop-down list. The user can select from the following three options: **Any Part of Column**, **Match Whole Column**, or **Start of Column**.
- Step 5:* Select where to search for the data from the **Search In** drop-down list. The user can select from the following two options: **Table Owner** or **Table Names**.
- Step 6:* Select the **Direction** of the search. Choose **Up** to search from bottom to top or **Down** to search top to bottom.

Step 7: Choose the **Match Case** box to restrict the search to **Table Owners/Table Names** that match the case of the **Find What** data. Deselect the **Match Case** box to search the **Table Owners/Table Names** regardless of the case. A check mark indicates the **Match Case** has been activated.

Step 8: Click the **Find First** button to find the first **Table Owner/Table Name** to match the **Find What** data.

Step 9: Click the **Find Next** button to find the next **Table Owner/Table Name** to match the **Find What** data.

NOTE: The user can change the **Direction** of the search to return to a previously displayed **Table Owner/Table Name**.

Step 10: Click the **Cancel** button to cancel the search and return to the **Database Maintenance** window.

OR

Click the **Help** button to get the on-line help.

4.3.3 Search

The **Search** option provides a user the ability to search through table columns for requested table column data. To use this function, choose the table to be searched and select **Search** from the **Rows** menu located in the **Tools** menu (**Tools→Rows→Search**). A **Search** property sheet (see Figure 4-80) will appear. Fill in the following data fields.

Figure 4-80: Search

To search for an item in the database:

Step 1: Fill in the **Find What** text box with the data to be used for the search.

Step 2: Select what the search data should match from the **Where** drop-down list. The user can select from the following three options: **Any Part of Column**, **Match Whole Column**, or **Start of Column**.

Step 3: Select which column to search from the **Search In** drop-down list. The **Search In** drop-down list will provide the user with a list of all the column names within the selected table.

Step 4: Select the **Direction** of the search. Choose **Up** to search from bottom to top or **Down** to search top to bottom.

Step 5: Select the **Match Case** box to restrict the search to table column data that matches the case of the **Find What** data. Deselect the **Match Case** box to search the table column data regardless of the case. A check mark indicates the **Match Case** has been activated.

Step 6: Click the **Find First** button to find the first table column data to match the **Find What** data.

Step 7: Click the **Find Next** button to find the next table column data to match the **Find What** data.

NOTE: The user can change the **Direction** of the search to return to a previously displayed table column data.

Step 8: Click the **Cancel** button to cancel the search and return to the **Database Maintenance** window.

OR

Click the **Help** button to get the on-line help.

4.3.4 Replace

The **Replace** option provides a user the ability to search through table columns for requested table column data and replace it with new data. To use this function, choose the table to be searched and select **Replace** from the **Rows** menu located in the **Tools** menu (**Tools→Rows→Replace**). A **Search** property sheet (see Figure 4-81) will appear. Fill in the following data fields.

Figure 4-81: Search

To search and replace an item in the database:

Step 1: Fill in the **Find What** text box with the data to be used for the search and replaced.

Step 2: Fill in the **Replace With** text box with the replacement data.

- Step 3:* Select what the search data should match from the **Where** drop-down list. The FA can select from the following three options: **Any Part of Column**, **Match Whole Column**, or **Start of Column**.
- Step 4:* Select which column to search from the **Search In** drop-down list. The **Search In** drop-down list will provide the user with a list of all the column names within the selected table.
- Step 5:* Select the **Direction** of the search. Choose **Up** to search from bottom to top or **Down** to search top to bottom.
- Step 6:* Select the **Match Case** box to restrict the search to table column data that matches the case of the **Find What** data. Deselect the **Match Case** box to search the table column data regardless of the case. A check mark indicates the **Match Case** has been activated.
- Step 7:* Click the **Find First** button to find the first table column data to match the **Find What** data.
- Step 8:* Click the **Find Next** button to find the next table column data to match the **Find What** data.

NOTE: The user can change the **Direction** of the search to return to a previously displayed table column data.

- Step 9:* Click the **Replace** button to replace the displayed data found.
- Step 10:* Click the **Replace All** button to replace all the data found.
- Step 11:* Click the **Cancel** button to cancel the search and return to the **Database Maintenance** window.

OR

Click the **Help** button to get the on-line help.

4.3.5 Sort

The **Sort** option provides a user with the ability to sort data in **Ascending** or **Descending** order within table columns for a requested table. To use this function, choose the table to be sorted and select **Sort** from the **Rows** menu located in the **Tools** menu (**Tools**→**Rows**→**Sort**). A **Sort** property sheet (see Figure 4-82) will appear. Fill in the following data fields.

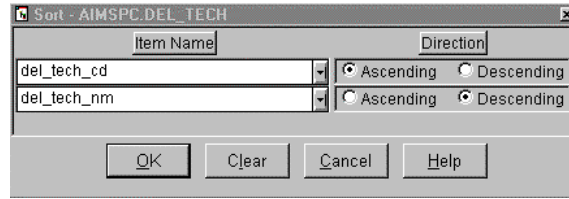


Figure 4-82: Sort

To sort the database:

- Step 1:** Select the column(s) to be sorted from the **Item Name** drop-down list. When selecting more than one column for a sort, the first column selected has precedence over the other columns selected.

NOTE: The number of drop-down lists under **Item Name** is the same as the number of columns within the table. Each drop-down list contains all the column names. This allows the user to sort by more than one column.

- Step 2:** Select the **Direction** each column is to be sorted. The columns may be sorted in **Ascending** or **Descending** order.

- Step 3:** Click the **OK** button to sort the column(s) data.

OR

Click the **Clear** button to clear the column names. The **Sort** property sheet will remain open to allow the user to select more data.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

OR

Click the **Help** button to get the on-line help.

4.4 Interface Agreements

This section explains the **Interface Agreement** tool and how to use it.

NOTE: A user must have extensive knowledge of the AIMS-PC database and SQL to use the **Interface Agreements** tool. Please contact the AIMS-PC office if necessary.

AIMS-PC interfaces with several Army systems to import necessary data for the management of training records. The **Interface Agreements** tool allows AIMS-PC to integrate with Commercial Off-the-Shelf (COTS) products, providing users with a bridge between AIX based data and PC tools. The user-friendly point and click style

environment provides a more accurate way to import data without multiple entry. The relationship between the Army systems and AIMS-PC is displayed in Figure 4-83. These systems include:

- Automated Instructional Management System – Personal Computer (AIMS-PC)
- Automated Systems Approach to Training (ASAT)
 - Program of Instruction Management Module (POIMM)
- Army Training Requirements and Resources System (ATRRS)
- Reception Battalion Automated Support System (RECBASS)
- Logical Extension Resources (LXR)

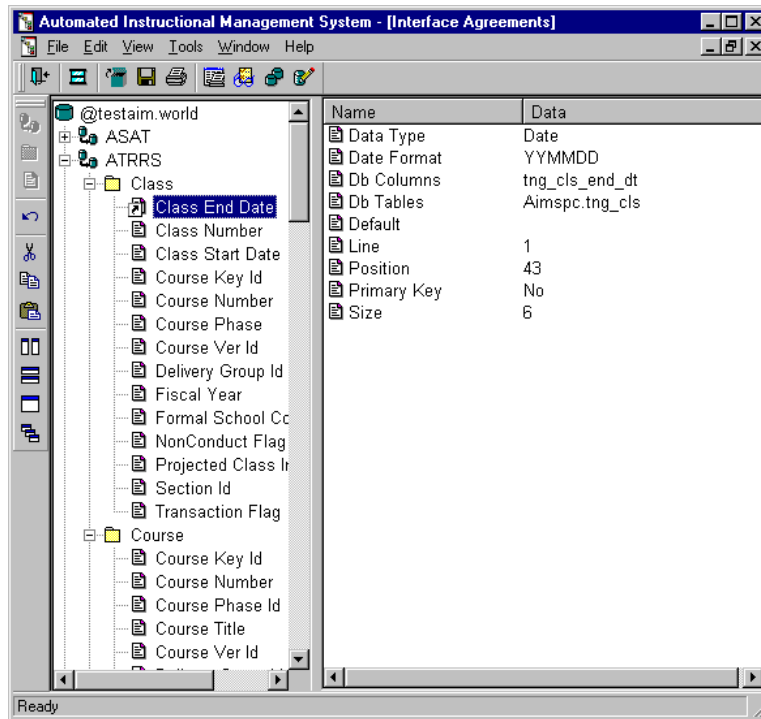


Figure 4-83: Interface Agreements

4.4.1 Automated Systems Approach to Training (ASAT)

The *Automated Systems Approach to Training* (ASAT) manages collective training. ASAT provides the user with the POIMM data folders and attributes. To access the POIMM data folders, double-click on the ASAT interface agreement.

4.4.1.1 Program of Instruction Management Module (POIMM)

The *Program of Instruction Management Module* (POIMM) allows a user to review and validate all TRADOC proponent POIs without printing. Additionally, the system

allows users to review POIs, analyze resource requirements, and forecast resource requirements.

4.4.2 Army Training Requirements and Resources System (ATRRS)


The *Army Training Requirements and Resources System* (ATRRS) is the Army standard system for the planning, programming, budgeting, and execution of institutionalized individual training. A formal System Interface Agreement (SIA) between AIMS-PC is in development.

4.4.3 Reception Battalion Automated Support System (RECBASS)

The *Reception Battalion Automated Support System* (RECBASS) provides automated in-processing for new soldiers through the Reception Battalion. The system updates the soldier's personnel records and prepares the forms contained in the individual's 201 file. The system provides data on initial entry trainees to AIMS-PC. A formal SIA has been developed for RECBASS (Increment I Software Application System Interface Agreement, AISM-25-V42-A71-0SE-SIA-RECBASS; 13 February 1997).

4.4.4 Create a New Interface Agreement

To create a new interface agreement:


- Step 1:* Highlight the database @aimspc.world and click on the **Interface Agreement** button  located on the SheetBar. A new interface agreement will appear as a text box named "**New Key I**".
- Step 2:* Name the new **Interface Agreement** by typing a new name in the text box and pressing the **Enter** button.
- Step 3:* To rename an **Interface Agreement**, right-click on the interface agreement to be renamed. A menu will appear. Select **Rename** from the menu. The current interface agreement will convert to a text box. Type the new interface agreement in the text box and click **Enter** to accept.
- Step 4:* To delete an **Interface Agreement**, right-click on the file to be deleted. A menu will appear. Select **Delete** from the menu. A **Delete Key** dialog box will appear asking, "**Are you sure you want to delete (Interface Agreement)?**". Click the **Yes** button to delete the interface agreement. Click the **No** button to close the **Delete Key** dialog box without deleting the interface agreement.

NOTE: An interface agreement, file type, or attribute with the name “**New Key 1**”, cannot be deleted. To delete a new object, first rename it and then delete it.

4.4.5 Create a New Interface Agreement File

The AIMS-PC does offer the ability to create new interface agreements; however, this option requires extensive knowledge of the AIMS-PC database and SQL. To create a new interface agreement file:

Step 1: Highlight the **Interface Agreement** for which a new **Interface File** is to be created.

Step 2: Click the **Interface File**  button located on the SheetBar. A new interface agreement file will appear as a text box named “**New Key 1**”.

Step 3: Name the new **Interface Agreement File** by typing a new name in the text box and pressing the **Enter** button. An interface agreement can have more than one type of file. File details will appear on the right side of the screen.

Step 4: Double-click on each **File** detail to edit the detail’s value. A property sheet will appear. Fill in the requested data and click **OK**. See Appendix B for a list of valid values.

NOTE: The property sheets and requested data will vary between the **Interface Agreement Files**.


Step 5: To rename a **File**, right-click on the file to be renamed. A menu will appear. Select **Rename** from the menu. The current file name will convert to a text box. Type the new file name in the text box and click **Enter** to accept.

Step 6: To delete a **File**, right-click on the file to be deleted. A menu will appear. Select **Delete** from the menu. A **Delete Key** dialog box will appear with the question, “**Are you sure you want to delete (file name)?**”. Click the **Yes** button to delete the file. Click the **No** button to close the **Delete Key** dialog box without deleting the file.

4.4.6 Create a New Interface Agreement File Attribute


To create a new interface agreement file attribute:

Step 1: Highlight the **Interface Agreement File** for which a new file attribute is to be created.

- Step 2:** Click the **File Attribute**  button located on the SheetBar. A new File Attribute will appear as a text box named “**New Key 1**”.
- Step 3:** Name the new **File Attribute** by typing a new name in the text box and pressing the **Enter** button. An interface agreement can have more than one type of file. File details will appear on the right side of the screen.
- Step 4:** Double-click on each **File Attribute** detail to edit the detail’s value. A property sheet will appear. Fill in the requested data and select **OK**. See Appendix B for a list of valid values.
- Step 5:** To rename a **File Attribute**, right-click on the file attribute to be renamed. A menu will appear. Select **Rename** from the menu. The current file attribute will convert to a text box. Type the new file attribute in the text box and click **Enter** to accept.
- Step 6:** To delete a **File Attribute**, right-click on the file to be deleted. A menu will appear. Select **Delete** from the menu. A **Delete Key** dialog box will appear asking, “**Are you sure you want to delete (file attribute)?**”. Click the **Yes** button to delete the file attribute. Click the **No** button to close the **Delete Key** dialog box without deleting the file attribute.

4.4.7 Import Data

To import data into the AIMS-PC:

- Step 1:** Click the **Interface Agreements** button  on the FrameBar. A split window will appear listing current interface agreement data on the left and detail information on the right.
- Step 2:** Double-click on the **Interface Agreement** name to import data from.
- Step 3:** Select the file the imported data will be stored in.
- Step 4:** Select **Import** from the **File** menu on the FrameBar. A **Select A File to Import** dialog box (see Figure 4-84) will appear.

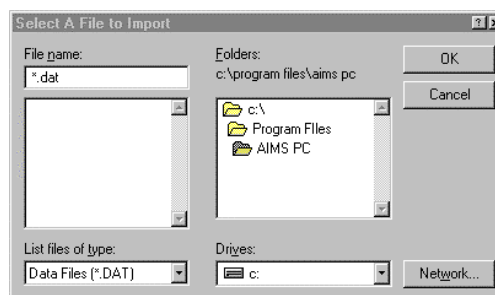


Figure 4-84: Select a File to Import

Step 5: Select the file to be imported and click the **OK** button. A status bar will appear and display messages regarding the status of the import.

Click the **Cancel** button to cancel the import at any time before completion. The database will not be updated and the import will be canceled.

Step 6: Upon completion of the import process, a message will appear notifying the user that the processing is complete and advising the user to check the log file previously specified in the file type details for detailed information on this import. Click the **OK** button to acknowledge the message.

NOTE: When importing ATRRS data, course data needs be imported first. If using the old ATRRS agreement where there are 3 separate files, open the interface agreements window, select **ATTRS → Course** and import one of the old ATRRS 'crs.dat' files. If using the new ATRRS agreement, open the interface agreements window, select **ATTRS → New ATRRS Course** and then import one of the new combined ATRRS data files. AIMS-PC will ignore any data not related to courses.

After importing course data, create or update whatever course versions are needed using the AIMS-PC **Course Management** view. Be sure to update the course status with the appropriate data for every course imported. At least one version of the course should show a status of 'Implemented'. Subsequent imports will not work unless the user updates the course status.

Class and student data can be imported using either the old or the new ATRRS interface agreements, or the RECBASS agreement under **RECEPTION BATTALION**. AIMS-PC will determine the appropriate course version for each class and student by selecting the highest version for a particular course where the status is 'Implemented' and the Status Date ≤ the Class Start Date.

4.5 Application Security

The **Application Security** tool provides FAs the ability to set individual user privileges in the AIMS-PC system. The FA can restrict user access to specific functions, courses, classes, and database tables; as well as, add a new user. To access the **Application Security** property sheet, select the **Application Security** option on the **Tools** menu. Once selected, an **Application Security** property sheet will appear. This property sheet provides users with six tab options: **Application**, **Course**, **Class**, **Database**, **Access Roles**, and **New User**.

NOTE: The **Application Security** tool is only accessible when all the functional views and tools are closed.

4.5.1 Application Security – Application Tab

The **Application** tab (see Figure 4-85) provides FAs the ability to modify user privileges for the AIMS-PC functions. The FA can enable or disable specific AIMS-PC functions based on an individual user. Access is granted to the user by moving the function name from the **Disabled** pick list to the **Enabled** pick list. Access is denied to the user by moving the function name from the **Enabled** pick list to the **Disabled** pick list.

The **Application** tab provides an FA the option to work with menu objects, window objects, or all objects. Menu objects define what functions are active on a user's menu. Window objects specify what tabs a user can see on the different property sheets.

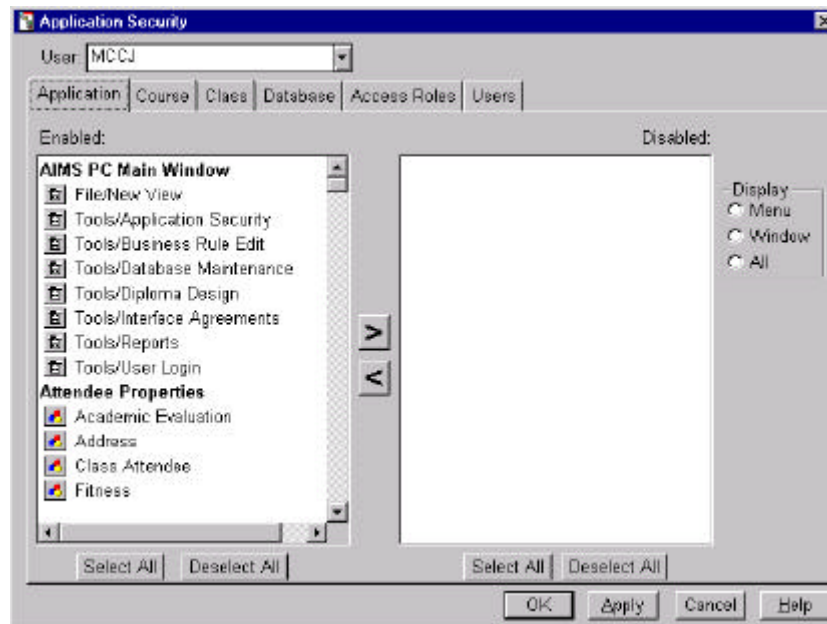



Figure 4-85: Application Security – Application Tab


To enable or disable functions for a particular user:

- Step 1:** Access the **Application Security** property sheet (See Section 4.5).
- Step 2:** Click the **Application** tab in the **Application Security** property sheet. The **Application** tab options will display up front.
- Step 3:** Select an existing user from the **User** drop-down list. The **Disabled** and **Enabled** pick lists are updated with values that correspond to the selected user.
- Step 4:** Select **Menu**, **Window**, or **All** from the **Display** box located on the right side of the tab. This will determine what types of objects are displayed in the **Enabled** and **Disabled** pick lists.

Step 5: Select the object(s) the user is to be granted access to. To choose one or more objects from the **Disabled** pick list use the standard Windows selection methods to highlight the objects. (Click an object to select a single object, hold the [Ctrl] key and click on several objects to select multiple objects, or hold the [Shift] key and click on a beginning and ending object to select a range of objects). To un-highlight an object, simply click it again.

Click the **Select All** button to select all the objects in the selected pick list. Click the **Deselect All** button to deselect all the objects in the selected pick list.

Click the  button to move the selected object(s) from the **Disabled** pick list to the **Enabled** pick list.

To revoke access to an object, highlight one or more objects in the **Enabled** pick list. Click the  button to move the selected object(s) from the **Enabled** pick list to the **Disabled** pick list.

Step 6: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to save the changes, close the **Application Security** property sheet, and return to the AIMS-PC window.

OR

Click the **Cancel** button to close the **Application Security** property sheet and return to the AIMS-PC window, without saving any changes.

A **Changes Not Saved** dialog box will appear asking, “**There are unsaved changes for the current access role. Would you like to save them?**”. Click **Yes** to save the changes. Click **No** to close the property sheet without saving any changes. Click the **Cancel** button to close the dialog box and continue editing the current user.

WARNING!: Care should be taken when disabling objects using the **Application** tab. For example, if all of the menu objects associated with a particular view are disabled, the user will not be able to access anything within that view, not even another view.

4.5.2 Application Security – Course Tab

The **Course** tab (see Figure 4-86) provides FAs the ability to set a user’s access to specific courses. The FA can grant or revoke a user’s privileges based on the courses they are directly involved with. The AIMS-PC system contains data on every course

used for training. Generally, a user deals with a few courses within a single school. Access is granted to a user by moving the course name from the **Remaining** pick list to the **Granted** pick list. Access to a course is revoked by moving the course from the **Granted** pick list to the **Remaining** pick list. To use this function, click on the **Course** tab of the *Application Security* property sheet.

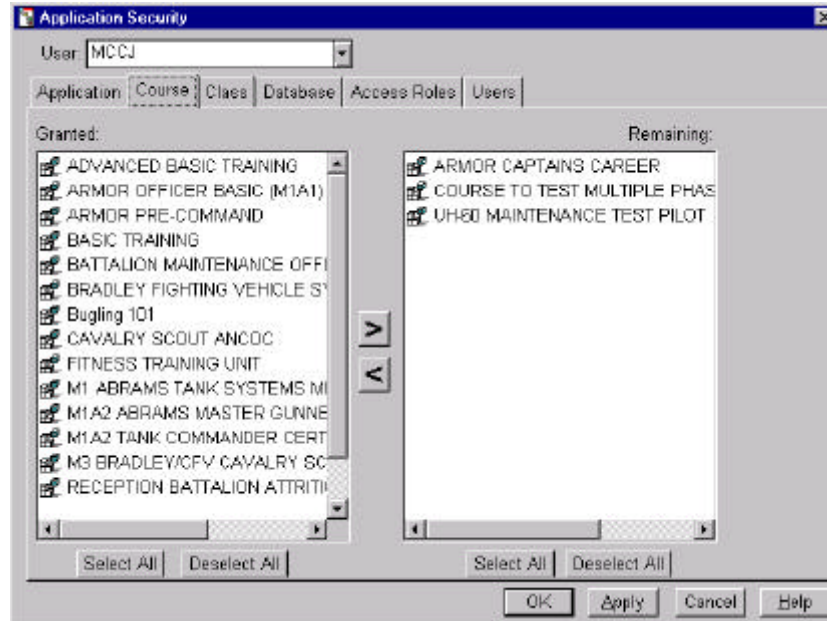




Figure 4-86: Application Security – Course Tab

To enable or disable a user's access to a particular course:

- Step 1:* Access the *Application Security* property sheet (See Section 4.5).
- Step 2:* Click the **Course** tab in the *Application Security* property sheet. The **Course** tab options will display up front.
- Step 3:* Select an existing user from the **User** drop-down list. The **Remaining** and **Granted** pick lists are updated with values that correspond to the selected user.
- Step 4:* To choose one or more courses from the **Remaining** pick list use the standard Windows selection methods to highlight the courses the user is to be granted access to. (Click a course to select a single course, hold the **[Ctrl]** key and click on several courses to select multiple courses, or hold the **[Shift]** key and click on a beginning and ending course to select a range of courses). To un-highlight a course, simply click it again.

Click the **Select All** button to select all the courses in the selected pick list. Click the **Deselect All** button to deselect all the courses in the selected pick list.

Click the  button to move the selected course(s) from the **Remaining** pick list to the **Granted** pick list.

To revoke access to a course, highlight one or more courses in the **Granted** pick list. Click the  button to move the selected course(s) from the **Granted** pick list to the **Remaining** pick list.

Step 5: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to close the **Application Security** property sheet and return to the AIMS-PC window.

OR

Click the **Cancel** button to close the **Application Security** property sheet and return to the AIMS-PC window, without saving any changes.

4.5.3 Application Security – Class Tab

The **Class** tab (see Figure 4-87) provides FAs the ability to grant or revoke a user's privileges to specific classes. To use this function, click on the **Class** tab of the **Application Security** property sheet. Select the user privileges are to be set for. Access is granted to a user by moving the class name from the **Remaining** pick list to the **Granted** pick list. Access to a class is revoked by moving the class from the **Granted** pick list to the **Remaining** pick list.

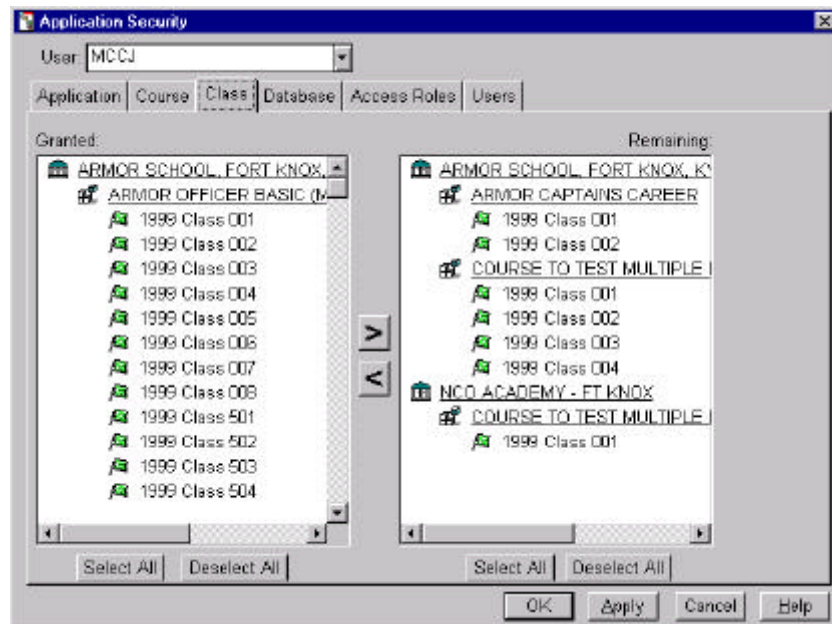




Figure 4-87: Application Security – Class Tab

To enable or disable a user's access to a particular class:

- Step 1:* Access the **Application Security** property sheet (See Section 4.5).
- Step 2:* Click the **Class** tab in the **Application Security** property sheet. The **Class** tab options will display up front.
- Step 3:* Select an existing user from the **User** drop-down list. The **Remaining** and **Granted** pick lists are updated with values that correspond to the selected user.
- Step 4:* To choose one or more classes from the **Remaining** pick list use the standard Windows selection methods to highlight the classes the user is to be granted access to. (Click a class to select a single class, hold the **[Ctrl]** key and click on several classes to select multiple classes, or hold the **[Shift]** key and click on a beginning and ending class to select a range of classes). To un-highlight a class, simply click it again.

Click the **Select All** button to select all the classes in the selected pick list. Click the **Deselect All** button to deselect all the classes in the selected pick list.

Click the  button to move the selected class(es) from the **Remaining** pick list to the **Granted** pick list.

To revoke access to a class, highlight one or more classes in the **Granted** pick list. Click the  button to move the selected class(es) from the **Granted** pick list to the **Remaining** pick list.

- Step 5:* Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to close the **Application Security** property sheet and return to the AIMS-PC window.

OR

Click the **Cancel** button to close the **Application Security** property sheet and return to the AIMS-PC window, without saving any changes.

4.5.4 Application Security – Database Tab

The **Database** tab (see Figure 4-88) provides FAs with the ability to assign a specific user role to a user. The user will only have privileges to the portion of the system granted to the assigned user role.

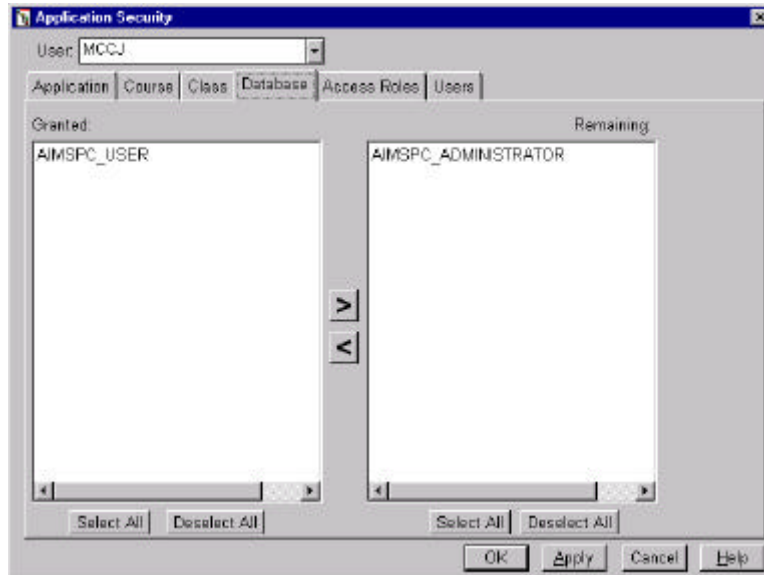




Figure 4-88: Application Security – Database Tab

To assign a specific role to a user:

- Step 1:* Access the **Application Security** property sheet (See Section 4.5).
- Step 2:* Click the **Database** tab in the **Application Security** property sheet. The **Database** tab options will display up front.
- Step 3:* Select an existing user from the **User** drop-down list. The **Remaining** and **Granted** pick lists are updated with values that correspond to the selected user.
- Step 4:* To choose one or more database roles from the **Remaining** pick list, use the standard Windows selection methods to highlight the role(s) to which the user is to be granted access. To un-highlight a database role, simply click it again.

Click the **Select All** button to select all the database roles in the selected pick list. Click the **Deselect All** button to deselect all the database roles in the selected pick list.

Click the  button to move the selected database role(s) from the **Remaining** pick list to the **Granted** pick list.

To revoke access to a database role, highlight one or more database roles in the **Granted** pick list. Click the  button to move the selected database role(s) from the **Granted** pick list to the **Remaining** pick list.

Step 5: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to close the **Application Security** property sheet and return to the AIMS-PC window.

OR

Click the **Cancel** button to close the **Application Security** property sheet and return to the AIMS-PC window, without saving any changes.

4.5.5 Application Security – Access Roles Tab

The **Access Roles** (see Figure 4-89) tab provides FAs with the ability to assign specific menu and window objects to an Access Role. By creating a basic template for each access role, the FA can quickly and easily grant a user specific privileges to the system by assigning the user a predefined access role. For example, all users are granted permission to basic window and menu objects within the system, therefore an FA can define an access role with those privileges to assign every new user entered into the system. This prevents the tedious task of individually assigning each window and menu object to every new user. The FA can also modify an access role any time; however, any modifications made will not be reflected in an individual user who has already been assigned to that role.

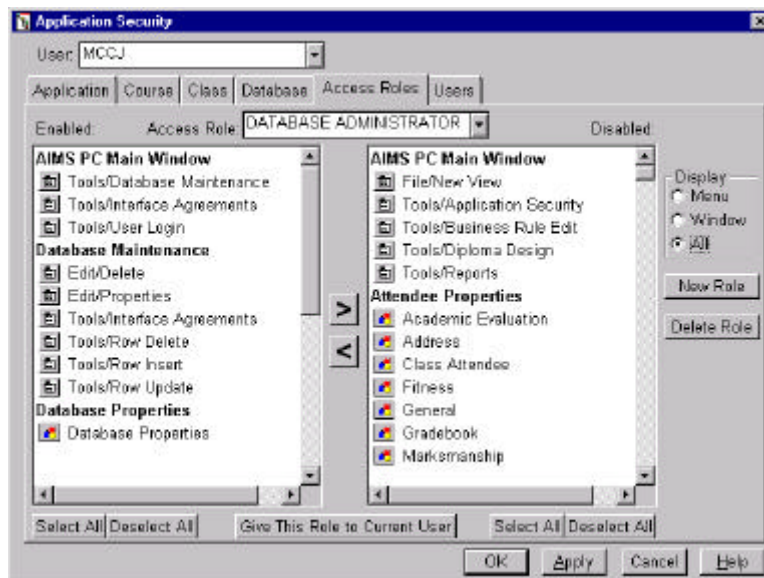


Figure 4-89: Application Security – Access Roles Tab


To create or change an access role:


- Step 1:* Access the **Application Security** property sheet (See Section 4.5).
- Step 2:* Click the **Access Roles** tab in the **Application Security** property sheet. The **Access Roles** tab options will display up front.
- Step 3:* Select an existing user from the **User** drop-down list.
- Step 4:* Select an **Access Role** from the drop-down list. The **Enabled** and **Disabled** pick lists are updated with values that correspond to the selected **Access Role**.

NOTE: To assign an **Access Role** to a user without making modifications, skip to Step seven.

- Step 5:* Select **Menu**, **Window**, or **All** from the **Display** box located on the right side of the tab. This will determine what types of objects are displayed in the **Enabled** and **Disabled** pick lists.
- Step 6:* To choose one or more objects from the **Disabled** pick list use the standard Windows selection methods to highlight the objects the user is to be granted access to. (Click an object to select a single object, hold the **[Ctrl]** key and click on several objects to select multiple objects, or hold the **[Shift]** key and click on a beginning and ending object to select a range of objects). To un-highlight an object, simply click it again.

Click the **Select All** button to select all the objects in the selected pick list. Click the **Deselect All** button to deselect all the objects in the selected pick list.

Click the  button to move the selected object(s) from the **Disabled** pick list to the **Enabled** pick list.

To revoke access to an object, highlight one or more objects in the **Enabled** pick list. Click the  button to move the selected object(s) from the **Enabled** pick list to the **Disabled** pick list.

- Step 7:* Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to close the **Application Security** property sheet and return to the AIMS-PC window.

OR

Click the **Cancel** button to close the **Application Security** property sheet and return to the AIMS-PC window, without saving any changes.

4.5.6 Application Security – Users Tab

The *Users* (see Figure 4-90) tab provides FAs with the ability to add a new user to the system. The FA can assign a password to the new user as well.

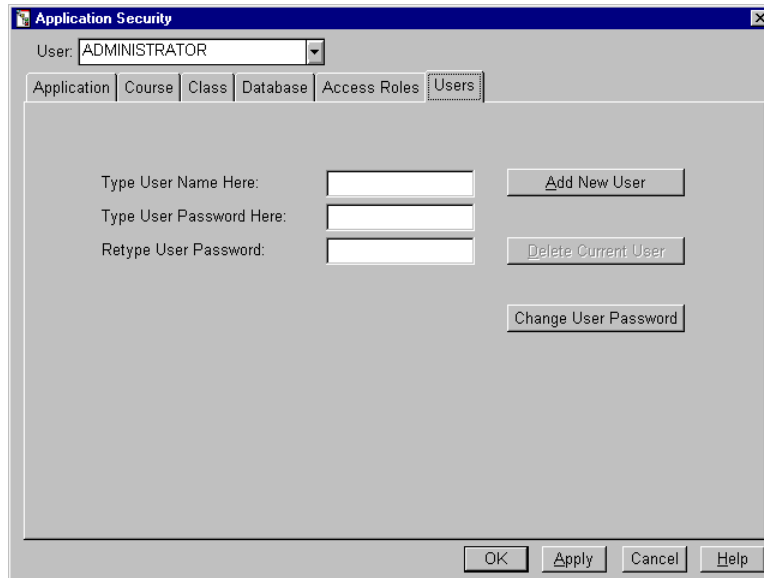


Figure 4-90: Application Security – Users Tab

To add or remove a user from the AIMS-PC:

- Step 1:* Access the **Application Security** property sheet (See Section 4.5).
- Step 2:* Click the **Users** tab in the **Application Security** property sheet. The **Users** tab options will display up front.
- Step 3:* Select an existing user from the **User** drop-down list.

NOTE: To delete a current user, skip steps 5-7 and select the second option for step 8.

- Step 4:* Type the new user's name in the text box.
- Step 5:* Type the new user's password in the text box.
- Step 6:* Retype the new user's password for verification.
- Step 7:* Click the **Add New User** button to add the new user to the system.

OR

Click the **Delete Current User** button to delete the selected user.

Step 8: Click the **Apply** button to save the data and select another tab.

OR

Click the **OK** button to close the **Application Security** property sheet and return to the AIMS-PC window.

OR

Click the **Cancel** button to close the **Application Security** property sheet and return to the AIMS-PC window, without saving any changes.

NOTE: Once a new user is saved to the database, his/her access role must be set, as well as any additional privileges needed.

4.6 Business Rule Edit

The **Business Rule Edit** function provides a user the ability to change the status of a specific Business rule. This option will only be available to users who have specifically been granted permission. A user can use this function to determine if a particular option in the system will be disabled with an unable message, enabled with a restrict message, or enabled with a warning message. For example, A business rule edit for Course Destruction can be set to display a restrict message (“***You can not delete a course that has already been scheduled for receiving students***”) when a course with students is being deleted. The user will be given the choice to keep the course or delete the course anyway.

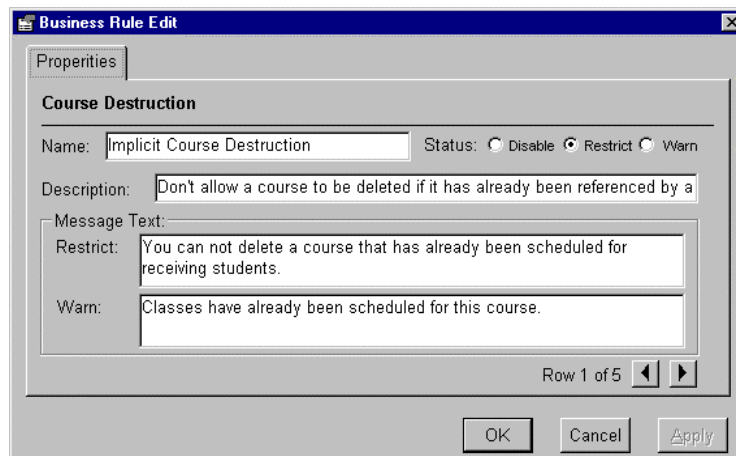


Figure 4-91: Business Rule Edit

To change the status of a specific business rule:

Step 1: Select **Tools** → **Business Rule Edit**.

A **Business Rule Edit** property sheet will appear (see Figure 4-91).

- Step 2:* Enter a new **Name** if necessary.
- Step 3:* Select a new **Status** if necessary.
- Step 4:* Enter a new **Description** if necessary.
- Step 5:* Enter a new **Restrict** message to be displayed, if necessary.
- Step 6:* Enter a new **Warn** message to be displayed, if necessary.
- Step 7:* Use the arrow buttons to scroll through the list of Business Rules.
- Step 8:* Click the **Apply** button to save the data.

OR

Click the **OK** button to save the data and exit the property sheet.

OR

Click the **Cancel** button to exit the property sheet without saving any changes.

4.7 Group Wizard

The **Group Wizard** tool is available only when **Group Management** is the active view. Please see Section 3.7.3 for further details on this function.

4.8 Task

The **Task** tool is available only when **Lesson Management** is the active view. Please see Section 3.4.2.3.1 for further details on this function.

4.9 Change Password

The **Change Password** option allows users to change the password that is used to log into the AIMS-PC application. AIMS-PC requires users to change their password after 180 days. AIMS-PC will allow a password change for the current user only. To change a password:

Step 1: Close all views and select **Tools**→**Change Password** menu option. The **Change Password** dialog box will appear as shown in Figure 4-92.

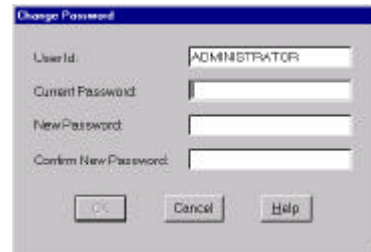


Figure 4-92: Change Password

Step 2: The **User ID** field defaults to the current user.

Step 3: Enter the **Current Password** in the Current Password field.

Step 4: Enter a **New Password**. Ensure that the new password is at least 8 characters long, contains at least one numeric character, and begins with an alphabetic letter.

NOTE: The AIMS-PC application is not case-sensitive.

Step 5: Confirm the new password by re-entering it.

Step 6: Click the **OK** button to change the current password to the new password.

OR

Click the **Cancel** button to exit the window without changing the current password.

4.10 User Logon

This section explains the **User Logon** tool of the AIMS-PC system and how to use it.

The **User Logon** option allows a user to access another database and/or change the current user while logged into the AIMS-PC application. To use this option, select **User Logon** from the **Tools** menu located on the main menu bar. The **Database Logon** dialog box will appear as shown in Figure 2-1. Follow the directions provided in Section 2.3.1 to use the **Database Logon**.

NOTE: The **User Logon** tool option is only accessible when all views and tools are closed.

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SECTION 5 SOFTWARE AND HARDWARE REQUIREMENTS

5.1 Installation

AIMS-PC runs on a current standard PC configuration using either a Windows 95 or NT operating system. AIMS-PC connects across a LAN to the database server using Oracle SQL Net (v 7.3.3). AIMS-PC is installed on the PC using setup.exe. The application executable is named aimspc.exe. Before a user is allowed to logon to the system, the necessary user profile, logon, and password must be created. The privileges are set through the Security Access screens. Check with the site FA for verification of your user profile and privileges. An individual user can set PC preferences, such as backgrounds and colors.

The database server can be configured with either an NT or AIX operating system. However, it must have at least 2G available for the Oracle (v 7.1.6) database. The database is installed using aimspc_newdb_unix.sql for a UNIX operating system and aimspc_newdb_nt.sql for an NT operating system.

5.2 Access Control

The AIMS-PC system stores and processes unclassified and “For Official Use Only” information. Security for AIMS-PC is based on user access. Userids and individual passwords are used as a safeguard for accurate and uncompromised data control, workstation, and printer usage.

Before the user is allowed on to the system, the necessary user profile, logon, and password must be created. Process availability is based on an individual’s privileges. Once logged on the system, the choices and functions displayed are determined by individual userid. If a user has questions regarding his/her user profile and privileges, he/she should contact his/her SA.

5.3 Backups

The AIMS-PC user does not perform any database backups. Database backups and recovery are done by the SBIS database administrator.

When system failures occur, alternative methods must be utilized to process transaction requirements. AIMS-PC uses the following alternate methods of contingency procedures:

Fallback If a workstation fails, the user can perform his/her duties from another assigned AIMS-PC workstation. If network access is not available, the user must revert to off-line manual processes.

Backup

As a minimum requirement, the total database is backed up weekly. At high volume sites, a daily backup is performed. The FA can provide the files as they existed at the last backup. Some current data will be missed.

APPENDIX A – ACRONYMS AND ABBREVIATIONS

APPENDIX A – ACRONYMS AND ABBREVIATIONS

AIMS-PC	Automated Instructional Management System – Personal Computer
AIMS-R	Automated Instructional Management System – Redesign
AIT	Advanced Individual Training
ANSOC	Army Network System Ops Center
APFT	Army Physical Fitness Test
ASAT	Automated Systems Approach to Training
ASCII	American Standard Code for Information Interchange
ASVAB	Armed Services Vocational Aptitude Battery
ATRRS	Army Training Requirements and Resources System
BCT	Basic Combat Training
BPFT	Basic Physical Fitness Test
CAD	Course Administrative Data
CMT	Common Military Training
COTS	Commercial Off-the-Shelf
DAC	Department of the Army Civilian
DCPDS	Defense Civilian Personnel Data System
DODIC	Department of Defense Identification Code
ELO	Enabler Learning Objective
FA	Functional Administrator
GED	General Education Diploma

HQ	Headquarters
ICH	Instructor Contract Hours
ITR	Individual Training Report
ITRO	Inter-Service Training Review Organization
LO	Learning Objective
LIN	Line Item Number
LXR	Logical Extension Resources
MDI	Multiple Document Interface
MOI	Method of Instruction
MOPP	Mission-Oriented Protective Posture
MOSC	Military Occupation Specialty
NCO	Non – Commissioned Officer
NSN	Nation Stock Number
OPTEMPO	Operating/Operation Tempo
PFN	POI File Number
PID	Personal ID (Identification Number)
PMOS	Primary Military Occupation Specialty
POC	Point of Contact
POI	Program of Instruction
POIMM	Program of Instruction Management Module
PPN	Passport Number

RECBASS	Reception Battalion Automated Support System
SA	System Administrator
SBIS	Sustaining Base Information Services
SIA	System Interface Agreement
SSN	Social Security Number
SUM	Software User Manual
TADSS	Training Aids, Devices, Simulators, and Simulations
TATS-C	Total Army Training System – Course
TB	Turn Back
TDA	Table of Distribution and Allowance
TLO	Terminal Learning Objective
TMA	TRADOC Manpower Activity
TRADOC	Training and Doctrine Command
UIC	Unit Identification Code
UPC	Unit Processing Code

APPENDIX B – INTERFACE AGREEMENT VALUES

APPENDIX B – INTERFACE AGREEMENT VALUES

File Details	Fixed Length Valid Values	Variable Length Valid Values
Delimiter	N/A	'Space', 'Tab', 'Tilde', 'Comma'
File Type	'Fixed Length'	'Variable Length'
Header Record	N/A	'Yes', 'No'
Lines Per Record	Any integer	Any integer
Log File Name	String representing a file name	String representing a file name
Log File Save Option	'Overwrite', 'Append'	'Overwrite', 'Append'
Attribute Details		
Data Type	'String', 'Integer', 'Date', 'Number', 'Derived'	'String', 'Integer', 'Date', 'Number', 'Derived'
Db Columns	List of strings representing column names	List of strings representing column names
Db Tables	List of strings representing table names, including owner	List of strings representing table names, including owner
Default	Any value consistent with attribute's data type	Any value consistent with attribute's data type
Delimiter	'Space', 'Tab', 'Tilde', 'Comma'	'Space', 'Tab', 'Tilde', 'Comma'
Date Format	Character string representing a date format ('yymmdd', 'yy', etc). Mandatory if Data Type is 'Date'.	Character string representing a date format ('yymmdd', 'yy', etc.). Mandatory if Data Type is 'Date'.
Derived Statement	For 'Derived' types only, Any valid SQL statement retrieving 1 value.	For 'Derived' types only, Any valid SQL statement retrieving 1 value.
Line	Integer representing the line in each record where attribute is found	Integer representing the line in each record where attribute is found
Position	Integer representing the beginning position of this attribute (4=4th character, 51=Forty-first character, etc.).	Integer representing the ordinal position of this attribute in the record (1=first, 2=second, etc.). Mandatory if file has no header record.
Primary Key	'Yes', 'No'	'Yes', 'No'
Size	Integer representing length of attribute	N/A

APPENDIX C – DIPLOMA DESIGN ATTRIBUTES










APPENDIX C – DIPLOMA DESIGN ATTRIBUTES

fy_yrdt	Fiscal Year_Year to Date
current_date	Current Date
date_day	Date_day
date_month	Date_month
date_year	Date_year
stu_travl_arrv_dt	Student_travel_arrival_date
stu_trvl_depart_dt	Student_travel_departure_date
stu_arr_dep_dt	Student_arrival_departure_date
tng_cls_start_dt	Traning_class_start_date
tng_cls_end_dt	Traning_class_end_date
tng_cls_start_end_dt	Training_class_start_end_date
commanding_officer	Commanding_officer
frml_mil_school_nm	Formal_military_school_name
school_address	School_address
tng_crs_nm	Training_course_name
tng_cls_nm	Training_class_name
pn_id	Person_id
first	First name
middle	Middle name
stu_mid_id	Student_middle_id
last	Last name
fullname	Full name
unfrmd_srvc_rn0_n	Uniformed_Service_Rank
















APPENDIX D – QUICK REFERENCE GUIDE



APPENDIX D – QUICK REFERENCE GUIDE









FrameBar

<i>Exit</i>		The user may exit the AIMS-PC system by clicking on the <i>Exit</i> button.
<i>New View</i>		The user may display a new view by clicking on the <i>New View</i> button. This option allows a user to view multiple windows.
<i>Open</i>		The user may open a .txt or .doc file by clicking on the <i>Open</i> button.
<i>Save</i>		The user may save data by clicking on the <i>Save</i> button.
<i>Print</i>		The user may print reports, diplomas, and other data by clicking on the <i>Print</i> button.
<i>Reports</i>		The user may access the <i>Reports</i> tool by clicking on the <i>Reports</i> button.
<i>Diploma Design</i>		The user may access the <i>Diploma Design</i> tool by clicking on the <i>Diploma Design</i> button.
<i>Database</i>		The user may access the <i>Database Maintenance</i> tool by clicking on the <i>Database</i> button.
<i>Interface Agreements</i>		The user may access the <i>Interface Agreements</i> tool by clicking on the <i>Interface Agreements</i> button.

SheetBar

Arrange Horizontal		The user may display multiple windows in a horizontal view by clicking on the <i>Arrange Horizontal</i> button.
Arrange Vertical		The user may display multiple windows in a vertical view by clicking on the <i>Arrange Vertical</i> button.
Cascade		The user may cascade multiple window views by clicking on the <i>Cascade</i> button.
Copy		The user may copy a selected section of text, table, or figure by clicking on the <i>Copy</i> button.
Cut		The user may cut a selected section of text, table, or figure by clicking on the <i>Cut</i> button.
Delete		The user may delete a row from a database table by clicking on the <i>Delete</i> button.
Diploma Layout		The user may view the layout of a diploma by clicking by clicking on the <i>Diploma Layout</i> button.
File Attribute		The user may create a new file attribute by clicking on the <i>File Attribute</i> button.
First Row		The user may move to the first row of a database table by clicking on the <i>First Row</i> button.
Insert Row		The user may insert a row into a database table by clicking on the <i>Insert Row</i> button.
Interface Agreement		The user may create a new interface agreement by clicking on the <i>Interface Agreement</i> button.
Interface File		The user may create a new Interface file by clicking on the <i>Interface File</i> button.
Last Row		The user may advance to the last row of a database table by clicking on the <i>Last Row</i> button.
Learning Objective		The user may create a new learning objective by clicking on the <i>Learning Objective</i> button.
New Class		The user may create a new class by clicking on the <i>New Class</i> button.

New Course		The user may create a new course by clicking on the <i>New Course</i> button.
New Diploma		The user may create a new diploma by clicking on the <i>New Diploma</i> button.
New Delivery Group		The user may create a new delivery group by clicking on the <i>New Delivery Group</i> button.
New Group		The user may create a new group by clicking on the <i>New Group</i> button.
New Lesson		The user may create a new lesson by clicking on the <i>New Lesson</i> button.
New Learning step		The user may create a new learning step by clicking on the <i>New Learning step</i> button.
New Module		The user may create a new module by clicking on the <i>New Module</i> button.
New Phase		The user may create a new phase by clicking on the <i>New Phase</i> button.
New School		The user may create a new school by clicking on the <i>New School</i> button.
New Section		The user may create a new section by clicking on the <i>New Section</i> button.
New Student		The user may create a new student by clicking on the <i>New Student</i> button.
New Unit		The user may create a new unit by clicking on the <i>New Unit</i> button.
Next Row		The user may move down a database table row by row by clicking on the <i>Next Row</i> button.
Paste		The user may past a selected section of text, table, or figure by clicking the <i>Paste</i> button.
Preview		The user may preview a diploma by clicking on the <i>Preview</i> button.
Previous Row		The user may move up a database row by row by clicking the <i>Previous Row</i> button.

Retrieve		The user may retrieve data for a diploma by clicking on the <i>Retrieve</i> button.
Layer		The user may layer multiple windows by clicking on the <i>Layer</i> button.
Sort		The user can sort the data on a report by clicking the <i>Sort</i> button.
Spell Check		The user may spell check database tables by clicking on the <i>Spell Check</i> button.
Undo		The user may undo the last action performed by clicking on the <i>Undo</i> button.
Update		The user may update a database table by clicking on the <i>Update</i> button.
Update Properties		The user may update the database table properties by clicking on the <i>Update Properties</i> button.
Visible Attributes		The user may turn specific attribute data on and off by clicking the <i>Visible Attributes</i> button.

ATTRS Interface Instructions

The Army Training Requirements and Resource System (ATTRS) is the Army standard system for planning, programming, budgeting, and execution of institutionalized individual training. A formal System Interface Agreement (SIA) between AIMS-PC and ATTRS is in development. AIMS-PC uses course, class, and reservation data from ATTRS. There is currently no data transferred from AIMS-PC to ATTRS.

NOTE: *The Functional Administrator performs this function.*

Step 1: Create a directory on your PC called C:\ATTRS.

Step 2: Download data files from ATTRS for course, class, and student reservation data.

NOTE: *To download files from ATTRS, the user must have an ATTRS user ID and password! If the user does not have ATTRS Internet connection software (QWS3270), download it from the ATTRS web site, <http://www.asmr.com/atrrs/>.*

- a. Start QWS3270. A **Connect** dialog box will appear.

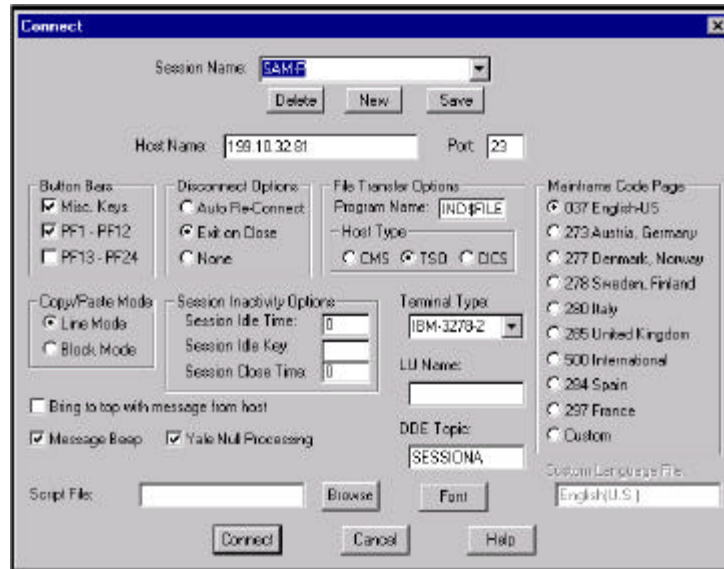


Figure D-1: ATRRS Connect

- b. Enter the appropriate information in the **Connect** dialog box.

NOTE: Use defaults unless otherwise noted here.

Session Name	Use either the default value, or create a new name.
Host Name	Enter 199.01.32.81.
File Transfer Options	Check to ensure correct information is shown.
Program Name	IND\$FILE
Host Type	TSO

- c. Click the **Connect** button. The connection will be made, and a government-warning screen appears. Read the warning, type **Y** to accept, and press **[Enter]**.

- d. At the next screen, place the cursor on the line to the left of **PEN2** and enter, or click on the **PF2** key on the lower toolbar.

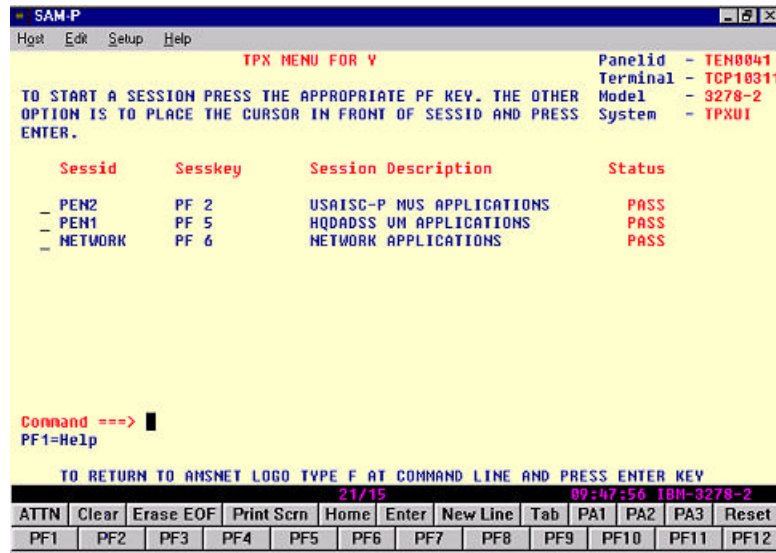


Figure D-2: Session Selection

- e. The SAMNET login screen will appear. Enter your ATRRS user ID and password, and press the **[Enter]** key.

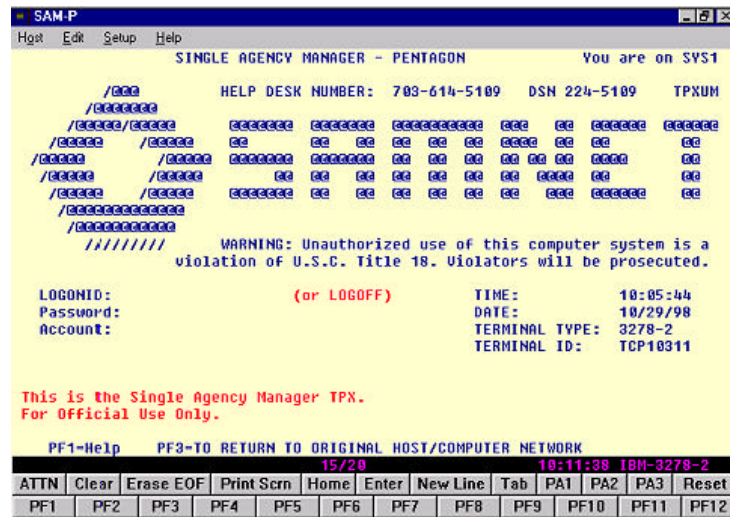


Figure D-3: ATRRS Login

- f. At the next screen, place the cursor on the line to the left of *TSO1* and press the [Enter] key.

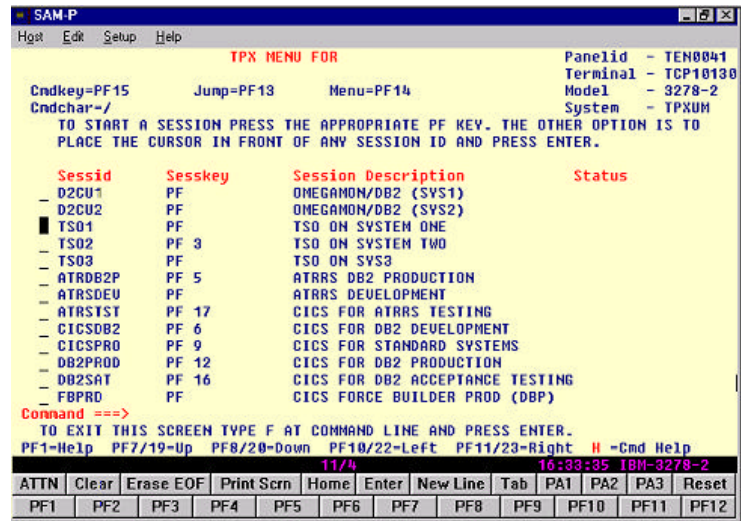


Figure D-4: TSO Session Selection

- g. The window will display the word **READY**. Type in "ATTRRS AIM", and press [Enter].

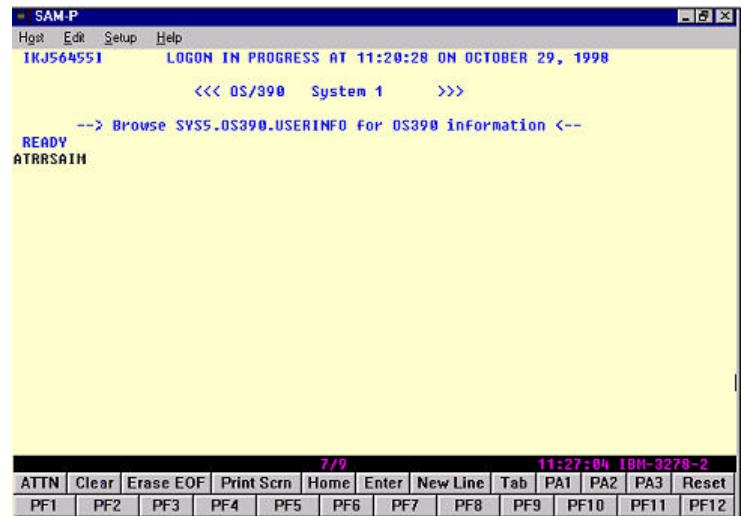


Figure D-5: ATRRS Process Selection

- h. The next screen displays options for which files to select. AIMS-PC uses course, class, and reservation data. Type the number at the prompt of the option to download, and press **[Enter]**.

NOTE: If the user would like to download all three, they will have to create them one at a time.

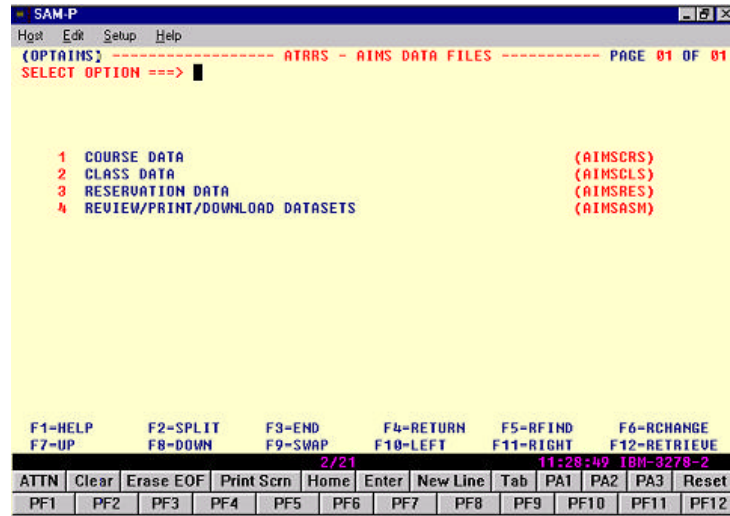


Figure D-6: ATRRS Data Selection

- i. The next screen depends on the data selected.
- For course or class data, the screens look alike. Enter the fiscal year and school codes for the data to download, and press **[Enter]**.

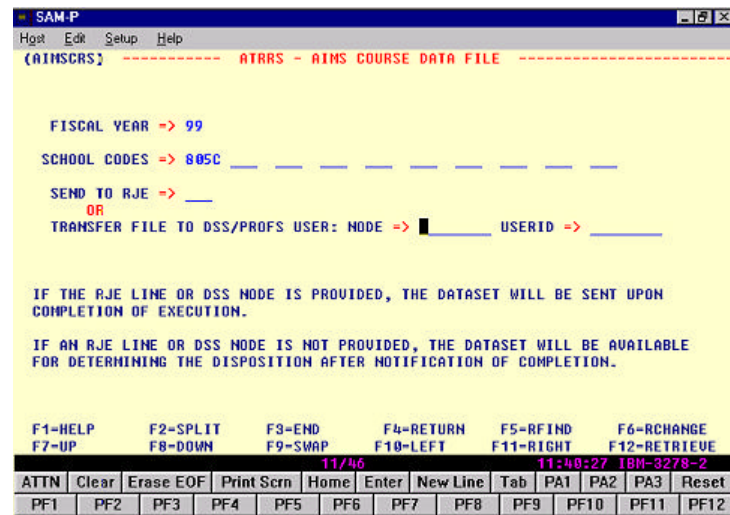


Figure D-7: ATRRS Course Data File

- For reservation data, enter the appropriate dates and school code, and press **[Enter]**.

NOTE: Use the current date for the start date to avoid overwriting student data that may have been previously corrected/changed.

SAM.P

Host Edit Setup Help

(AIMSCLS) ----- ATRRS - AIMS CLASS RESERVATION DATA FILE -----

FROM START DATE => DD MM YY TO => DD MM YY

SCHOOL CODES => _____

SEND TO RJE => _____

OR

TRANSFER FILE TO DSS/PROFS USER: NODE => _____ USERID => _____

IF THE RJE LINE OR DSS NODE IS PROVIDED, THE DATASET WILL BE SENT UPON COMPLETION OF EXECUTION.

IF AN RJE LINE OR DSS NODE IS NOT PROVIDED, THE DATASET WILL BE AVAILABLE FOR DETERMINING THE DISPOSITION AFTER NOTIFICATION OF COMPLETION.

F1-HELP F2-SPLIT F3-END F4-RETURN F5-RFIND F6-RCHANGE
F7-UP F8-DOWN F9-SWAP F10-LEFT F11-RIGHT F12-RETRIEVE

7/23 11:38:35 IBM-3278-2

ATTN	Clear	Erase EOF	Print Scrn	Home	Enter	New Line	Tab	PA1	PA2	PA3	Reset
PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12

Figure D-8: ATRRS Reservation Data File

- j. The system will display an information screen once the job has been submitted. Once it displays three asterisks (***), select **Clear** from the bottom tool bar. The dataset name for the file will be displayed.

SAM.P

Host Edit Setup Help

(AIMSDSET) ----- ATRRS - AIMS DATASET INFORMATION -----

THE DATASET BEING CREATED IS:

DATASET NAME ==> \$.AIMSCRS.RNTAAA.T153136.12345.DATA

IF YOU ARE GOING TO REVIEW OR DOWNLOAD THE DATASET, YOU WILL BE REQUIRED TO PROVIDE THIS DATASET NAME ON AIMSASM, REVIEW/PRINT DOWNLOAD DATASETS.

F1-HELP F2-SPLIT F3-END F4-RETURN F5-RFIND F6-RCHANGE
F7-UP F8-DOWN F9-SWAP F10-LEFT F11-RIGHT F12-RETRIEVE

7/23 15:38:16 IBM-3278-2

ATTN	Clear	Erase EOF	Print Scrn	Home	Enter	New Line	Tab	PA1	PA2	PA3	Reset
PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12

Figure D-9: Dataset Name

At this point, you must copy the dataset name. You will need this information to download the data. Once you are finished, select **F3**. You should now be back at the data selection screen.

NOTE: You may have to click on **Clear** to get to this screen, if it does not come up after selecting **F3**.

You can either select another report to print or select option **4** (**Review/Print/Download Datasets**) and select **Enter**.

NOTE: You can create all three datasets before downloading, but be sure to copy down each dataset name. To create another report, repeat steps 2g-2i. To continue with downloading, go to step 2j.

- k. The report disposition screen will appear. Type in **Y** at the option prompt and select **Enter**.

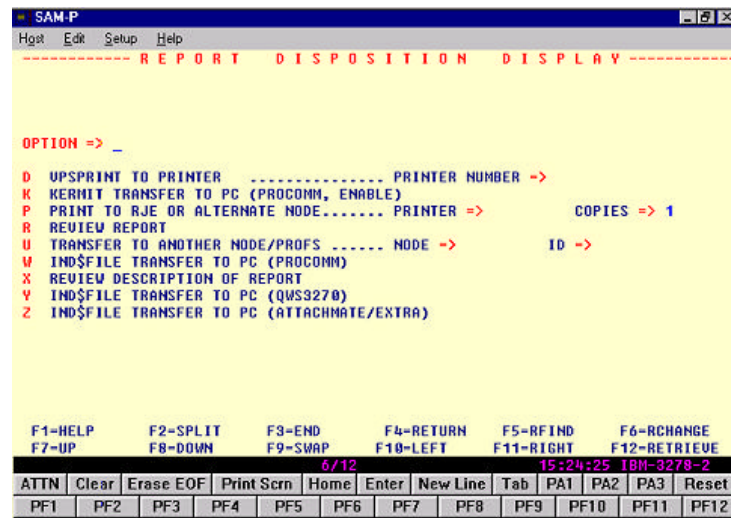


Figure D-10: Report Disposition Display

- l. An information screen will appear listing the parameters to use for downloading. After reading the instructions, press **[Enter]**. The **Review/Print/Download Datasets** screen will appear. Paste (if the copy function was used to capture the dataset name) or enter the dataset name reported to earlier. Select **Enter**.

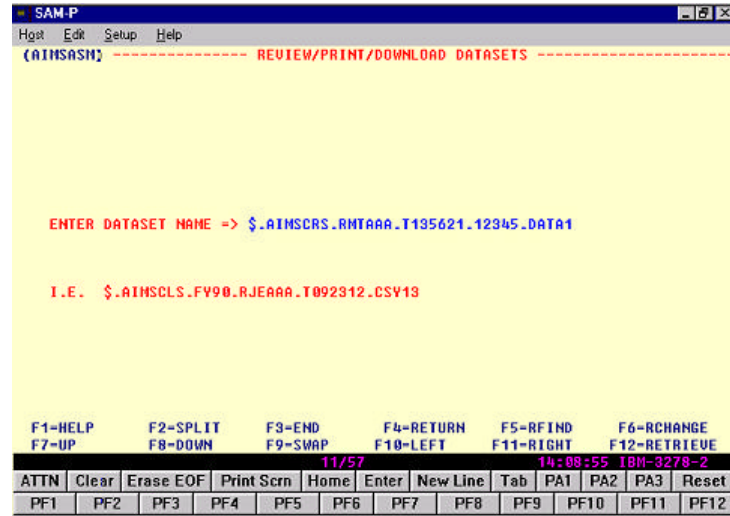


Figure D-11: Dataset Selection

- m. The **TSO Command Processor** screen will appear. From the menu bar, select **Host** → **Download File**.

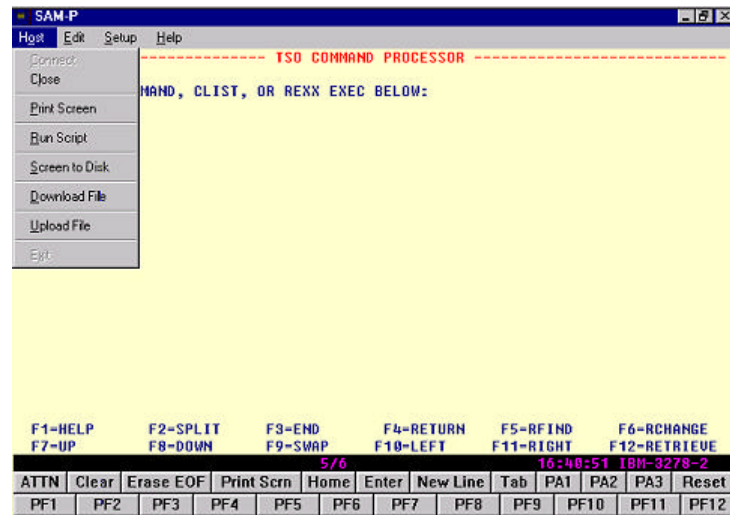


Figure D-12: TSO Command Processor

- n. The **Download File** dialog box will appear. Type in the location and file name for storing the file on your PC.

NOTE: If you always download the same school files, name the files **crs.dat** (course data), **cls.dat** (class data), and **res.dat** (reservation data), respectively. The download will overwrite existing files with the same name. Ensure the ASCII/EBCDIC boxes are checked under **File Conversion**, **Host Type** is set to **TSO**, and **PC File** is set to **Replace**.

- o. Select **OK**.

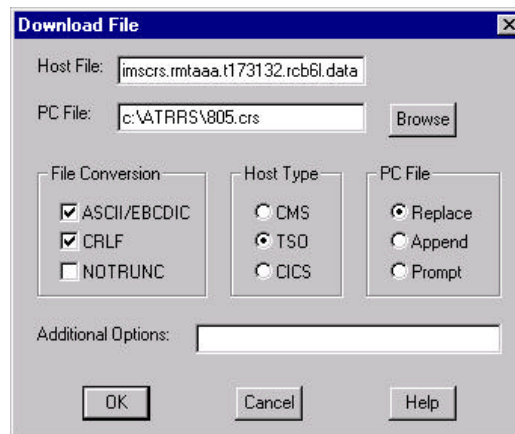


Figure D-13: Download File

- p. A file transfer dialog box will appear when the transfer is complete. Click **Exit** to close the dialog box. You can then elect to download another dataset, or if finished, exit QWS3270. You are now ready to import the data into AIMS-PC.

Step 3: Log into AIMS-PC and choose **Tools → Interface Agreements**.

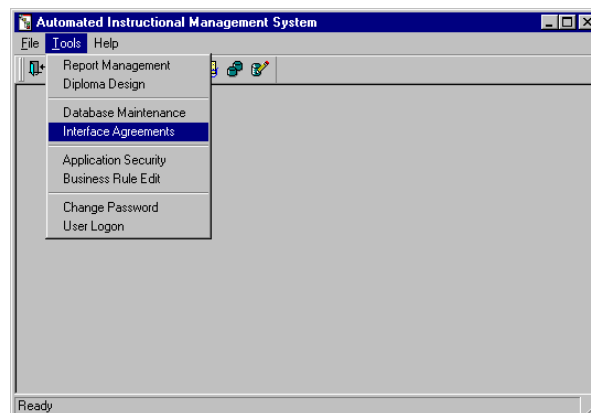


Figure D-14: Interface Agreements

Step 4: Click the + sign in front of ATRRS to expand the tree view. Click one of the import files to bring up the file's information.

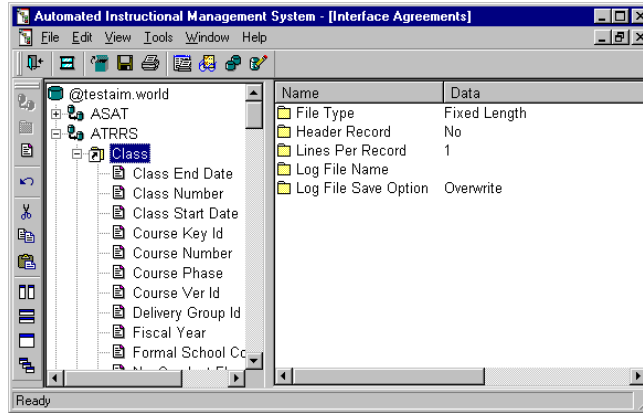


Figure D-15: File Information

NOTE: If this is your first ATRRS import, you must import the files in the order of **Course**, **Class**, and **Student**.

Step 5: Specify where each log file is to be stored.

- a. Double-click on the “**Log File Name**” in the **Name** column.

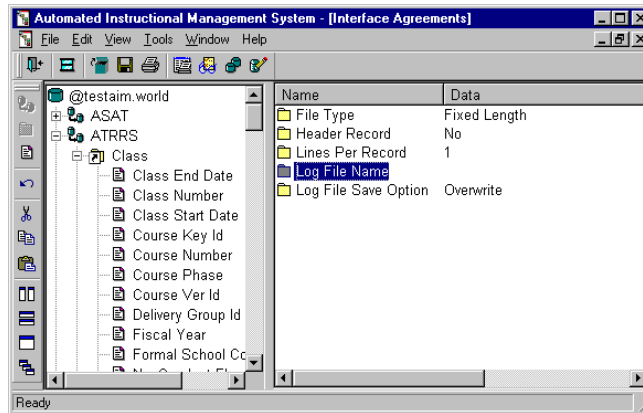


Figure D-16: Log File Name

- b. A **Select Log File Name** dialog box appears. Designate where to store the log file, and select **Save**.

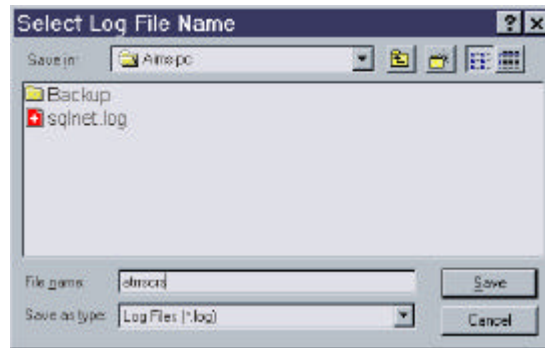


Figure D-17: Select Log File Name

NOTE: You must have an existing file in order for the log file to save. If you do not already have one, create one using Windows Notepad. Save a file with the specified name and one or two words of data. Since the Log File Save option is set to “Overwrite”, the log file will overwrite any existing information when it is saved.

Step 6: You are now ready to begin the import.

- a. In the tree view, right-click on the file to import (i.e., *Class*). Select **Import....**

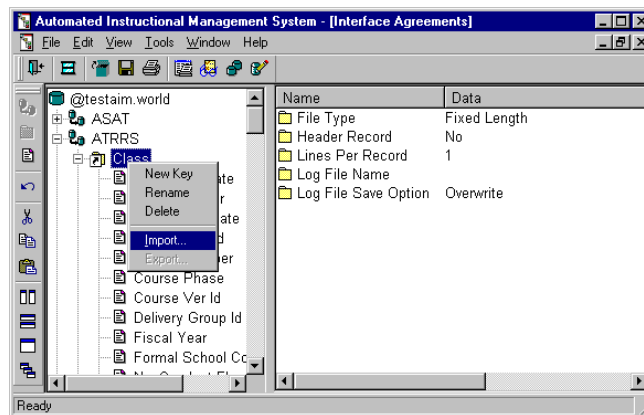


Figure D-18: File Information

NOTE: Courses must exist in the system in order to import classes. Classes must exist in the system in order to import student reservations.

- b. A **caution** dialog box appears, asking if you want to close other windows. Select **Yes** or **No** as applicable.

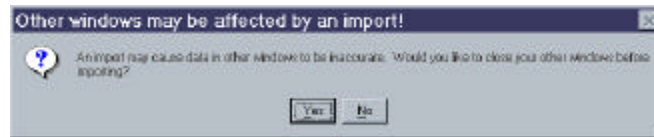


Figure D-19: Import Warning

- c. A **Select a File to Import** dialog box appears. Use it to designate the file to import into AIMS-PC. Click **Open**.

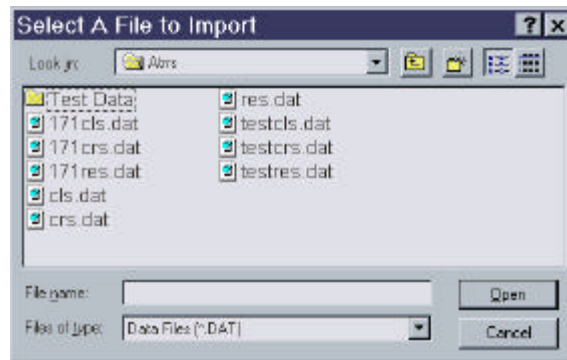


Figure D-20: Select Import File

- d. A progress bar appears to track the import. When the import is complete, check the log file to determine if the import functioned properly.
- e. Repeat these steps with the other ATRRS files.

APPENDIX E – RULES FOR THE IMPORTING AND EXPORTING OF DATA FILES

APPENDIX E – RULES FOR THE IMPORTING AND EXPORTING OF DATA FILES FOR AIMS-PC

IMPORTS:

- A file must have a file description and a listing of its *attributes* (data fields in each record) for it to be imported. *File attributes* and descriptions are input by the user using the **Tools → Interface Agreements** menu option in AIMS-PC system. With the exception of *POIMM files*, all files that do not have attributes listed will not be imported. An error message is given to the user requesting the attribute data for that file. Any attributes listed for the POIMM file will be ignored. There are 2 types of files that can be imported: Fixed Length and Variable Length.
- A *Transaction Flag* is input by the user as one of the attribute fields for a data file. A transaction flag is optional. Legal values for a 'Transaction Flag' attribute are 'A', 'C', or 'D' which represent 'Add', 'Change', or 'Delete'. If an 'Add' fails because the record is already present in the database, a 'Change' transaction will be attempted to keep the database updated with the latest data.

NOTE: Transaction Flag must be spelled out correctly ('Trans Flag', 'Transaction Fl', etc. will not be recognized as a transaction flag).

- If a *Transaction Flag* attribute is not found for a file, AIMS-PC will attempt to add each record. If the record is already present, then AIMS-PC will update the record. Deletes are not performed without a 'Transaction Flag' of 'D'.
- The *Db Tables* and *Db Columns* attribute details can list multiple database column and table destinations for the data, but the order of columns and tables must match. 1st column goes with 1st table, 2nd column goes with 2nd table, etc. All table names must include an owner.
For Example: Data that maps to the 'fiscal_yr' column in the 'aimspc.course' table and the 'fy_range' column in the 'aimspc.class' table is expressed:
Db Tables = 'aimspc.course,aimspc.class'
Db Columns = 'fiscal_yr,fy_range'
- A *Derived* data type must contain a 'Derived Statement'.
- The *Derived Statement* must be a syntactically correct 'Select' SQL statement retrieving one unique value. Functions such as MAX and MIN are allowed. Dot notation must be used when performing joins. SQL statements can be no longer than 256 characters in length.

For Example: Select max(aimspc.class.tng_class_id) from aimspc.class,
aimspc.course where aimspc.course.tng_crs_cd = '014-MMT' and
aimspc.course.course_id = aimspc.class.course_id

- **Literals** in the **Derived Statement** SQL will be enclosed in single quotes. These literals can reference another attribute in the file or a literal value typed in by the user. Attributes in single quotes will be translated to a literal value by AIMS-PC. Numeric literals are not enclosed in quotes. Sample derived statements:

Select course_id from aimspc.course where tng_crs_cd ='014-MMT';

Select course_ver from aimspc.course where course_id = 185;

Select course_id from aimspc.course where tng_crs_cd = 'course number';

Select course_ver from aimspc.course where course_id = 'course_id';

Notice in the last example, course_ver is a nested derived value, as it depends upon the value of course_id which is also a derived type. Nested derived values will be calculated correctly on '**Add**' and '**Change**' if the attributes are in alphabetical order (in this case, course_id is before course_ver). Further nesting or reversing the order will result in errors.

- The Oracle database tables will only use these six common **datatypes**: VARCHAR2, CHAR, NUMBER, DATE, FLOAT, LONG. The interface agreements code will map the four allowed datatypes in the interface agreements window (DECIMAL, INTEGER, STRING, DATE) to the six Oracle datatypes.
- The **Date Format** attribute detail is used for dates and for numbers that represent years only. Attributes of type **Date** must include a date format.
- If the **Primary Key** attribute value is '**Yes**', then that data field will be used to build the 'Where' clause for updates and deletes. For example: If the course_id and course_ver data fields in the ATRRS course file both have a 'Primary Key' attribute of '**Yes**', then the SQL statement may look like:

Update aimspc.course set course_nm = '010-MMT' where course_id = 23 and course_ver = 1;

If the data field is populating multiple columns and tables, the data will be included in the 'Where' clause of each update or delete.

- There will be occasions when a variable length field may be found in a file. For example, the **ATRRS** student data file may have a field named 'Name', which has a fixed length of 25. Within the 'Name' field is a last, first, and middle name each divided by a space. To handle this situation, there is an attribute named 'Delimiter' even in fixed length files that will indicate if that particular field is variable in length. Valid delimiters are 'Comma', 'Space', 'Tab' and 'Tilde'. The data will be parsed and put into the columns and tables as they are ordered.

For example: DbColumns = 'stu_last_nm, stu_first_nm, stu_mid_id'

DbTables = 'Aimspc.Student_name, Aimspc.Student_name, Aimspc.Student_name'

Size = 25

Delimiter = 'Space'

For data string 'DOE, JOHN C'

'DOE' goes into the Stu_last_nm column in the Aimspsc.Student_name table, 'JOHN' goes into the Stu_first_nm column in the Aimspsc.Student_name table and 'C' goes into the Stu_mid_id column in the Aimspsc.Student_name table. Trailing spaces and commas are ignored. Additional columns and tables can be added if needed.

- There will also be occasions when a single row of data goes into a single table multiple times. For example, a row of scores may be sent from RECBASS, with each score to be placed into an AIMS-PC table called 'Aimspsc.Person_Std_Score' in a separate record. In this case, you will have a separate attribute for each score and the DbColumns and DbTables details for each one will look like the below:

DbColumns = 'per_scr_qty'
 DbTables = 'Aimspsc.Person_std_score'
 Primary Key = 'No'

You will also need a separate attribute for the Per_Scr_Typ_Cd data element in the 'Aimspsc.Person_Std_Score' table even though this data does not come from RECBASS. You might call the attribute 'Score Type' and its attribute detail may look like the below:

DbColumns = 'per_scr_typ_cd'
 DbTables = 'Aimspsc.Person_std_score'
 Default = 'CL,CO,EL,FA,GM,GT,MM,OF,ST,SC'
 Primary Key = 'Yes'

***NOTE:** AIMS-PC will note the multiple default values and know to process a multiple insert or update. The order of values in the 'Default' detail must be the same as the order of quantity attributes to be inserted. A good way to insure this is to begin the names of the score quantity attributes with their corresponding types ('CL Score Qty', 'CO Score Qty', etc). All other attributes with a DbTables value of 'Aimspsc.Person_std_score' except for the quantities going into the 'per_scr_qty' column should be flagged as a Primary Key since they will be needed for the multiple inserts or updates. This is true regardless of whether the column is actually part of the primary key in the database.*

- Single quotes embedded inside data strings will be removed before the database is updated. For example, the data string 'JIMMY'S TASK' will be converted to 'JIMMYS TASK' before it is put into the database. This is necessary to prevent syntax errors in the SQL statements being built to update the database.

Below is a list of the standard details necessary for import files and their attributes and the expected input for each by file type.

	<u>Fixed Length Valid Values</u>	<u>Variable Length Valid Values</u>
Interface Type	Import	Import
<u>File Details:</u>		
Delimiter	N/A	'Space','Tab','Tilde','Comma'
File Type	'Fixed Length'	'Variable Length'
Header Record	N/A	'Yes', 'No'
Lines Per Record	Any integer	Any integer
Log File Name	String representing a file name.	String representing a file name.
Log File Save Option	'Overwrite', 'Append'	'Overwrite', 'Append'
<u>Attribute Details:</u>		
Data Type	'String','Integer','Date','Number', 'Derived'	'String','Integer','Date','Number', 'Derived'
Db Columns	List of strings representing column names.	List of strings representing column names.
Db Tables	List of strings representing table names, including owner.	List of strings representing table names, including owner.
Default	Single or multiple values consistent with attribute's data type.	Single or multiple values consistent with attribute's data type.
Delimiter	'Space','Tab','Tilde','Comma',''	'Space','Tab','Tilde','Comma',''
Date Format	Character string representing a date format ('YYMMDD', 'YY', etc). Mandatory if Data Type is 'Date'.	Character string representing a date format ('YYMMDD', 'YY', etc). Mandatory if Data Type is 'Date'.
Derived Statement	For 'Derived' types only, any valid SQL statement retrieving 1 value.	For 'Derived' types only, any valid SQL statement retrieving 1 value.
Line	Integer representing the line in each record where attribute is found.	Integer representing the line in each record where attribute is found.
Position	Integer representing the beginning position of this attribute (4=4th character, 51=Fifty-first character, etc).	Integer representing the ordinal position of this attribute in the record (1=first, 2=second, etc). Mandatory if file has no header record.
Primary Key	'Yes', 'No'	'Yes', 'No'
Size	Integer representing length of attribute.	N/A

EXPORTS:

- Exports work in a similar way to imports. An **Export File** must have a file description and a listing of the database data columns to be exported. File column names and descriptions are input by the user using the **Tools → Interface Agreements** menu option in AIMS-PC system. Any file that does not have valid database columns listed will not be exported. An error message is given to the user requesting the database column names for that file. **POIMM files** cannot be exported. Only Variable Length files can be exported.
- Database column names must include an owner and table name, and use dot notation. Ex: AIMSPC.TNG_CRG.TNG_CRG_KEY_ID.

- AIMS-PC will construct a SQL 'Select' statement to extract the data to be exported from the database. The 'Select' part of the SQL statement will be the database columns the user listed for this export file. The 'Where Clause' can be any legitimate string that can follow the word 'Where' in a syntactically correct SQL statement. If the SQL statement is not correct, the user will get a user message with the Oracle error that occurred on execution. The Order By and Group By functions are allowed.

For Example:

```
where 'aimspc.tng_crs_key.tng_crs_key_id' = 'aimspc.tng_crs.tng_crs_key_id'
and 'aimspc.tng_crs_key.tng_crs_key_id' > 200
where 'aimspc.tng_crs_key.tng_crs_key_id' <= 200
order by 'aimspc.tng_crs_key.tng_crs_key_id'
```

Below is a list of the standard details necessary for export files and their attributes and the expected input for each.

	<u>Variable Length Valid Values</u>
Interface Type:	Export
<u>File Details:</u>	
Delimiter	'Space','Tab','Tilde','Comma'
File Type	Variable Length
Log File Name	String representing a file name.
Log File Save Option	'Overwrite', 'Append'
Where Clause	Any syntactically correct SQL where clause.
<u>Attribute Details:</u>	
Data Type	'String','Integer','Date','Number'
Default	Any value consistent with database column's data type.
Position	Integer representing the ordinal position of this attribute in the record (1=first, 2=second, etc).

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